

HOPEWELL TOWNSHIP

MUNICIPAL BUILDING
1700 CLARK BOULEVARD
ALIQUIPPA, PA 15001
PHONE: 724-378-1460
FAX: 724-378-3034



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I, **Barbara D. Swearingen, CPA** hereby declare, pursuant to 18 Pa.C.S. § 4904, that the following statements are true and correct based upon my personal knowledge, information and belief:

1. I serve as the Agency Open Records Officer ("AORO") for the Hopewell Township "Agency" and am responsible for responding to Right-to-Know requests filed with the Agency.
2. In my capacity as the AORO, I am familiar with the records of the Agency.
3. Upon receipt of the request, I conducted a thorough examination of files in the possession, custody and control of the Agency for records responsive to the request underlying this appeal, specifically.
4. Additionally, I have inquired with relevant Agency personnel and, if applicable, relevant third-party contractors as to whether the requested records exist in their possession, specifically. The records that you have asked for only exist once the lien letter has been put together and researched from differing agencies.
5. Based upon the above-described search of the Agency's files and inquiries with relevant Agency personnel, I have made the determination that the records requested are not within the Agency's possession, custody or control.

1606 Maratta Road

1. Has no violations of code with Hopewell Township
2. Has no other violations associated with Hopewell Township

Also Hopewell Township does not have Water, Refuse, or other records at our disposal-so we cannot answer any of those questions.

Hopewell Township requires a lien letter for sale/transfer or refinance of a property:

Hopewell Township requires a Municipal Lien Letter for the sale or transfer of property and also for a refinance of property. A Lien Letter certifies that there are no municipal claims such as sewage, sewer assessment, etc. against the property being sold, transferred, or refinanced. If there is a claim, the letter will provide the amount necessary to satisfy the claim(s). A Lien Letter Request Form must be completed and submitted for processing to the township well in advance of the set or anticipated closing date. Hopewell Township requires 10 business days for all sale or refinance transactions. The lien letter form is usually requested by a Title, Settlement Company or an attorney representing the sellers lien letter is \$20.

Date:1/22/2024

Signature,

Barbara D. Swearingen, CPA

Agency Open Records Officer Hopewell Township

Barbara D. Swearingen, CPA

Controller

Hopewell Township

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Aliquippa, PA 15001

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