

DOVER TOWNSHIP PA UTILITY CERTIFICATION FORM

2480 W CANAL RD DOVER PA 17315 PHONE: 717-292-3634

Beginning 1/2/2024 a certification fee is required to be paid before processing the request. \$10 for sewer and \$10 for water. **Upon receipt of the form we will reply with the total due depending on the services the property has.**

DO NOT ISSUE THE CHECK UNTIL YOU RECEIVE A REPLY. A copy of the check payable to Dover Township referencing the address and settlement date must be received via email prior to scheduling the final read for final figures or providing account information. We will reply again with the read date and the cancel by date.

Do not fax or mail this form. Please complete the following information and e-mail it both parties at:

kkunkle@dovertownship.org jkroft@dovertownship.org

REQUESTING COMPANY INFORMATION Settlement Account Status Information only

*Name: _____ *Company Name: _____

*Email: _____ *Phone: _____

WATER AND SEWER SETTLEMENT INFORMATION

*Seller/Account Name: _____

*Buyer Name/s: _____

*Phone/Email for Buyer: _____

*Property/Service Address: _____

*Billing Address for Buyer **After Settlement** : _____

Settlement Date (required for settlements only, not today's date): _____

*Required fields

OFFICE USE ONLY BELOW DOTTED LINE

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Certification Fees: Water \$10.00 Sewer \$10.00 = Total \$ _____ CK# _____

Certification Date _____ **Account#** _____ **Current Balance** _____

Last bill information: Amount _____ Date Range _____ Paid _____

Certifications are only snapshots of an account. Because we prorate by the day final bills need to be requested.

Settlements: Stormwater fees B/B, Pass Final _____ Final Read Date _____

Please collect the following from Seller:

Account # _____ Final Garbage Disposal : _____

Final Water: _____ Final Sewer: _____

Date Range of Services: _____ **Total from Seller:** _____

Please collect the following from the Buyer to establish the account:

Account # _____ Initial Garbage Disposal : _____

Initial Water: _____ Initial Sewer: _____

Date Range of Services : _____ **Total from Buyer :** _____

Total to be collected from both parties (if applicable): _____

Because we prorate by the day final bills must be requested for all settlements. Indication of Settlement on this form initiates a utility account transfer, notify us if the settlement does not take place.