

# 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:

[utilitybilling@dovertownship.org](mailto:utilitybilling@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.**