

# DOVER TOWNSHIP PA UTILITY CERTIFICATION FORM

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

There is a certification fee of \$10 for sewer and \$10 for water that will be added to the final bill.

**Do not fax or mail this form.** Please complete the following information to the dotted line and e-mail to: [utilitybilling@dovertownship.org](mailto:utilitybilling@dovertownship.org)

## REQUESTING COMPANY INFORMATION

\*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

.....  
**Certification Fees:**  Water \$10.00  Sewer \$10.00 = \$\_\_\_\_\_ (will be added to the final amount due)

### 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.**