

CHRISTIANA BOROUGH

P.O. Box 135 • 10 West Slokom Avenue • Christiana, PA 17509 • (610) 593-5199

Settlement Company Request for Final Water/Sewer/Trash Bill Certificate

Directions:

- Please provide the information below in its entirety. An incomplete form will not be processed.
- Email form to: office@christianaboro.org or mail to: Christiana Borough P.O. Box 135, Christiana, PA 17509
- A separate check in the amount of \$25.00 must be sent and received prior to the processing of any request. Please do not include this in the settlement check.
- When issuing a check for the amount of settlement, please enclose a copy of this form with payment.
- Requests are held and processed 2-3 days before settlement date.

PROPERTY ADDRESS: _____ Parcel No. 060-_____-0-0000

Date of Settlement: _____ **Date Requested** _____

SELLER Information:

Name: _____

BUYER Information:

Name (s) _____

Phone number (s): () _____

Email: _____

Will they be: (choose one)

Residing at above address

Renting

Mailing address: _____

Requested by: _____

Company Name: _____

Phone No: () _____ Fax No: () _____

Email: _____

Preferred method of contact: email or fax

Office use only:

Account No: _____ meter reading _____ Usage (gal.) _____ Date processed _____

Prepared by: _____

Final Bill Attached

Date Finalized _____ / _____ / _____