



**BOROUGH OF FLEETWOOD**

*Incorporated in 1873*

110 W. ARCH STREET  
FLEETWOOD, PENNSYLVANIA 19522  
610-944-8220

**REQUEST FOR WATER/SEWER CERTIFICATION**

**For Property Located At:** \_\_\_\_\_

**Current Property Owner:** \_\_\_\_\_

**Date of Transfer/Settlement:** \_\_\_\_\_

By signing below, I agree to the following terms and conditions:

1. The final water/sewer bill of \$ \_\_\_\_\_ will be paid at the time the real estate ownership is transferred.
2. The final water/sewer bill covers the period from, \_\_\_\_\_ to \_\_\_\_\_.
3. The final water/sewer bill shall be made payable to the "Borough of Fleetwood, Water/Sewer Department".
4. I am requesting that the name on the water/sewer bill be changed to the new owners of the property:  
\_\_\_\_\_.
5. I understand that if the final bill is not paid by the current property owner at the time of transfer/settlement, the new owners will assume responsibility for any remaining account balance owed on the property.
6. In the event the date of the transfer/settlement changes, I agree to be responsible to advise the Borough of Fleetwood of the new transfer/settlement date in writing via fax to 610-944-9054.
7. Final read certification fee of **\$50.00 is due with certification request at least two weeks prior to transfer/settlement.** In the event that transfer/settlement is postponed for any reason and an additional final read certification is required, a separate **\$50.00** fee will be assessed.

**\*\*\*NOTE UNPAID WATER/SEWER BILLS REMAIN WITH THE REAL ESTATE AND WILL BECOME THE RESPONSIBILITY OF THE PURCHASER/NEW OWNERS\*\*\***

I, \_\_\_\_\_, on behalf of \_\_\_\_\_ am  
Name Transfer/Settlement Company

requesting a water/sewer certification on the above named property as described above.

Please fax or email final bill to: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

\$ \_\_\_\_\_ Certification Fee Paid With Check # \_\_\_\_\_ Dated \_\_\_\_\_

Received by: \_\_\_\_\_ Initial \_\_\_\_\_ Date \_\_\_\_\_