



BOROUGH OF FLEETWOOD

Incorporated in 1873

110 W. ARCH STREET SUITE 104
FLEETWOOD, PENNSYLVANIA 19522
610-944-8220 FAX: 610-944-9054
E-mail: administration@fleetwoodboro.com

PROPERTY CHANGE FORM

(for property owners and tenants)

Please complete this form if you are purchasing a home, selling a home or renting a home/apartment in the Fleetwood Borough. Tenants shall complete as much of the information as possible.

Today's Date: _____

Property Owner's Name(s): _____

Property Address: _____

Property Owner's Mailing Address (if different from above): _____

Property Owner's Phone Number: _____

Property Owner's E-mail address: _____

Please check one of the following:

_____ SELLING the above property

_____ BUYING the above property Will this Property be a Rental (circle one): YES / NO

_____ RENTING the above property (CHECK ONLY IF YOU ARE A TENANT)

If Rental, Tenant's name(s): _____

Tenant's phone #: _____

Tenant's e-mail: _____

Moving? (circle one): INTO / OUT OF / WITHIN the Fleetwood Borough

Settlement Date: _____ Move Date: _____

Please e-mail or fax this completed form to the Borough Office as soon as possible. Thank you



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REQUEST FOR WATER/SEWER CERTIFICATION

For Property Located At: _____

Current Property Owner: _____

Date of Transfer/Settlement/ Refinance:_____

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

1. The final water/sewer bill shall be made payable to the "Borough of Fleetwood, Water/Sewer Department"
2. I am requesting that the name on the water/sewer bill be changed to the new owners of the property:

3. Purchasers Phone No. _____ Address: _____
CITY STATE ZIP
4. 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.
5. In the event the date of the transfer/settlement/refinance 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.
6. 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: _____ Account# _____