

## Policy for Processing Requests for the Final Sewer, Trash, and Water Certification Needed For the Sale of Property

If you are selling your property, you must request a final water, sewer and trash bill certification prior to settlement. This is usually a task completed by the title company. You can check with us at 610.593.6854 to see if a request was received.

The Borough office must receive in writing a notice of settlement and the payment of certification fees a minimum of 10 business days prior to the settlement date.

Information to include in the notice:

1. Name, address and phone number of company/person making the request
2. Seller's name(s)
1. Buyer's name(s)
2. Address of Property
3. Billing address of buyer (including P O Box#)
4. Tax Parcel #
5. Date of Settlement

The cost for the Certification Fee is \$ 30. Make the check payable to "Atglen Borough" Mail the notice and check to Atglen Borough, 120 Main Street, P O Box 250, Atglen, PA 19310.

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Borough Real Estate Tax and Chester County Real Estate Tax Certification

Contact the Chester County Treasurer's office at 610.344.6370. Information is found on the County website, link: <http://www.chesco.org/1100/Tax-Certification>

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Octorara School Real Estate Tax Certification

Contact the Octorara School District at 610.593.8212