

RICHLANDTOWN BOROUGH WATER DEPARTMENT

**125 S Main Street, PO Box 455
RICHLANDTOWN PA 18955**

PHONE # 215-538-9290

info@richlandtownborough.org

FINAL WATER CERT REQUEST

Today's Date: _____

Property Address: _____ Parcel Number: _____

Has a Use and Occupancy Certificate been completed for this sale? _____

Please be aware that a final water cert will not be provided until a U&O has been completed

Seller's Name: _____ Seller's Contact #: _____

Seller's New Address: (mailing) _____

Buyer's Name: _____ Buyer's Contact #: _____

Buyer's Email: _____

Buyer's Address: (mailing) _____

Requester's Name: _____ Requester's Contact #: _____

Email for Completed Water Cert: _____ Settlement Date: _____

- Please submit this form no later than 2 weeks before settlement.
- A final water cert will not be provided until a U&O has been completed for this sale.
- If seller is due a refund for their Water Meter Deposit, we must have their new mailing address.
- Buyer will owe \$100.00 at settlement for the current Water Meter Deposit Fee.

If you have any questions, please contact us at 215-538-9290 or e-mail info@richlandtownborough.org.