



BOROUGH OF CATASAUQUA

90 Bridge Street • Catasauqua, PA 18032-2598
(610) 264-0571 • FAX (610) 264-8228 • www.catasauqua.org

BARBARA A. SCHLEGEL
MAYOR

HOWARD W. CUNNINGHAM, III, CBO
COUNCIL PRESIDENT

GLENN ECKHART
Borough Manager

FINAL UTILITY BILL REQUEST FORM

PLEASE COMPLETE AND RETURN TO THE BOROUGH OFFICE.

PROPOSED SETTLEMENT DATE: _____ WILL THIS BE A RENTAL PROPERTY? ____Y ____N

***Per ordinance 265-13 (H): All utility bills are billable to the property owner, and it is the owner's responsibility to ensure payment is made by the due date; all late fees will be billed to the owner.**

PROPERTY ADDRESS: _____ PIN: _____

SELLER NAME: _____ PHONE: _____

BUYER NAME: _____ PHONE: _____

TITLE COMPANY/ATTORNEY NAME: _____

ADDRESS: _____

CONTACT NAME: _____ EMAIL: _____

PHONE: _____ FAX: _____

PREFERRED METHOD TO RECEIVE FINAL BILL: _____ EMAIL _____ FAX _____ US MAIL

FINAL BILLS:

- Please email a clear photo of the water meter reading to melissa@catasauqua.org within one (1) week of closing so a final water/sewer/trash bill can be prepared.
- The water meter is typically located *inside* the home, most commonly in the basement or utility closet. Newer meters have a protective cap that must be flipped open to view the meter reading.
- **A FINAL BILL WILL NOT BE PROVIDED WITHOUT THE FINAL WATER METER READING.**

LIENS/PAST DUE BALANCES:

To inquire about liens and past due balances, please contact the following:

- 2021 & prior: Norris & McLaughlin, 515 Hamilton St., Allentown, PA 18101 – 610-391-1800
- 2021 to present: Portnoff Law Assoc, 2700 Horizon Dr., Ste 100, King of Prussia, PA 19406, 484-609-9318

RECORD OF OWNERSHIP will not be changed on Borough records until written proof of sale by the settlement agency or notice from the Lehigh County Assessment office is received. Failure to provide this information could result in the delay of billing, thereby causing any balances or delinquencies to be the responsibility of the new owner(s) and/or their agent(s).

MEETINGS: THIRD MONDAY OF THE MONTH – 7:00 PM