

**Request for Settlement/ Tax/Trash Information**

Customer Service (717) 735-3425 - Fax (717) 735-3431  
P O BOX 1020 LANCASTER PA 17608-1020

The City of Lancaster will require payment in advance for all finals and tax certifications.

**Fees: Tax Certification \$20.00 Trash Final \$9.00 Water Final \$9.00 Complete Final \$38.00**

1. All requests for settlement information must be mailed with appropriate fee or we cannot guarantee information will be provided in a timely manner.
2. If information is not received by the City in a timely manner, you will need to estimate the water/sewer & trash bills, real estate taxes, and any other information and hold that estimated amount due to the City in escrow.
3. No settlement information will be provided without **all** completed information, including all the new owner information.
4. If located in Lancaster City a completed smoke detector certification will be required before information is provided.

**To Be Completed by the Settlement Company**

<b>Company Name:</b> _____	<b>Seller's Name:</b> _____			
<b>Contact Person:</b> _____	<b>Seller's New Address:</b> _____			
<b>Telephone Number:</b> _____				
<b>Fax Number:</b> _____	<b>Buyer's Name:</b> _____			
<b>Settlement Date:</b> _____	<b>Buyer's Address:</b> _____			
<b>Parcel Number:</b> _____				
<b>Property Address:</b> _____	<b>Buyer's Social Sec. #:</b> xxx - xx _ _ _ _			
<b>Water Meter Reading:</b> _____	<b>Circle One:</b>			
	<table border="0"> <tr> <td><b>Sale</b></td> <td><b>Sheriff Sale</b></td> <td><b>Refinance</b></td> </tr> </table>	<b>Sale</b>	<b>Sheriff Sale</b>	<b>Refinance</b>
<b>Sale</b>	<b>Sheriff Sale</b>	<b>Refinance</b>		

**To Be Completed by The City of Lancaster**

<b>Utility:</b> (Cycle# _____ )	\$ _____	<b>Invoice Dates:</b> _____ to _____
<b>Water Status</b> ON/OFF		<b>Account#</b> _____ <b>Customer#</b> _____
<b>Current Trash:</b>	\$ _____	<b>Qtr Owed</b> _____ <b>Due Date</b> _____
<b>Trash in Collections:</b> YES/NO		Contact Central Credit Audit Inc - (1-877-746-6761)
<b>City Taxes:</b> YES/NO	\$ _____	<b>Due By:</b> _____
<b>Delinquent Taxes:</b> YES/NO		Contact Lancaster County Tax Claim @ 717-299-8222
<b>DID Taxes:</b> YES/NO	\$ _____	<b>Due By:</b> _____
<b>Delinquent DID</b> YES/NO		Contact DID Office @ 717-394-0783
<b>Property Violations:</b> YES/NO	\$ _____	<b>Violations at District Justice</b> YES/NO
		Contact DJ _____ @ _____
<b>Police Alarms:</b> YES/NO	\$ _____	
<b>Housing Licenses:</b> YES/NO	\$ _____	<b>Dates of Current License:</b> _____ to _____
<b># Residential Units:</b>	# _____	
<b>Housing Transfer (If rental)</b>	\$ _____	*If going to be rental needs to be registered
<b>Property Liens:</b> YES/NO	\$ _____	<b>Completed By:</b> _____
<b>Fire Permits:</b> YES/NO	\$ _____	<b>Date Completed:</b> _____

Detailed information for account is attached

