



Request for Property Certification

Customer Service (717) 735-3425 - Fax (717) 735-3431
customerservice@cityoflanasterpa.gov
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 \$18.00 Trash Final \$5.00 Water Final \$17.00 Complete Final 40.00

- 1. All requests for settlement information must be mailed with appropriate fee. Information not paid for and requested will not be considered certified.
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.
5. Please allow 2 FULL business days for finals to be returned to you, once all of the above steps have been completed.
6. Please complete a water application with new owner information and submit the application with final payments.

To Be Completed by the Settlement Company

Company Name: _____ Owner Name: _____
Contact Person: _____ Owner Address: _____
Telephone Number: _____
Fax Number: _____ Buyer's Name: _____
Email Address: _____
Settlement Date: _____ Buyer's Address: _____
Parcel Number: _____
Property Address: _____
Water Meter Reading:(8 digits) _____

Circle One
REFINANCE SALE SHERIFF SALE

To Be Completed by The City of Lancaster

Water Status: ON/OFF \$ _____ Invoice Dates: _____ to _____
Account# _____ Customer# _____
Meter Upgraded YES/NO If No, please have new owner call 717-291-4820 to avoid estimated bills
Current Trash: \$ _____ Qtr Owed _____ Due Date _____
Trash in Collections: YES/NO Contact Central Credit Audit Inc - gdaddario@cca-str.com or (484) 282-4601
City Taxes: YES/NO \$ _____ Due By: _____
Delinquent Taxes: YES/NO Contact Lancaster County Tax Claim @ 717-299-8232
DID Taxes: YES/NO \$ _____ Due By: _____
Delinquent DID YES/NO Contact DID Office @ 717-394-0783
Property Violations: YES/NO \$ _____
Police Alarms: YES/NO \$ _____
Housing Licenses: YES/NO \$ _____ Dates of Current License: _____ to _____
Residential Units: # _____
Housing Transfer (If rental) \$ _____ *If going to be rental needs to be registered
Property Liens: YES/NO \$ _____
RACL OR LBA Property YES/NO If Yes, occupancy restrictions apply. For questions, please contact 717-291-4759
Fire Permits: YES/NO \$ _____

Detailed information for account is attached

Completed By: _____
Date Completed: _____