



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: _____

Circle One

REFINANCE SALE SHERIFF SALE

Water Meter Reading:(8 digits) _____

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 Creditech at 1-866-300-1721

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

\$ _____

Completed By: _____

Detailed information for account is attached

Date Completed: _____