

**Borough of Pottstown
Utility Settlement Certification Form**

Fees & Requirements

Water Certification \$20.00
Sewer Certification \$20.00
Trash Certification \$20.00

The request for certification must be in writing and must be received by our office at least 7-10 business days prior to the date of settlement.

Certification requests will not be processed until payment is received, this includes fax and email transmissions.

We require the meter reading to be called or emailed into our office **3-5 business days prior** to the date of settlement. Phone: 610-970-6533 Email: srhoads@pottstown.org.

The Borough of Pottstown certifies properties within the following municipalities:

Borough of Pottstown
Lower Pottsgrove Township
Upper Pottsgrove Township
West Pottsgrove Township

All fees may not apply to each property. Please call the Finance Department to verify services.

***Failure to follow these requirements may result in a substantial escrow amount quoted**

Please complete the following information

Property Address: _____

Current Owner: _____

New Owner: _____

Settlement Date: _____

Agent: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Meter Reading: _____ Date Taken: _____

Mailing Address:
Borough of Pottstown
Finance Department
100 E. High Street
Pottstown, PA 19464

Contact Us:
Phone: 610-970-6533
Email: srhoads@pottstown.org or finance@pottstown.org