



*Town of Milton*  
115 Federal Street, Milton, Delaware 19968  
www.milton.delaware.gov  
Phone: 302-684-4110 Fax: 302-684-8999

## PROCESS

### REQUESTS FOR LIEN CERTIFICATE LETTERS

Beginning January 6, 2009, the Town of Milton will begin collecting a fee for information requested regarding the transfer of all property or refinancing for property taxes and utility information, as well as any other charges against the property. The requested information will be placed on a Lien Certificate Letter form and forwarded to you. Your request must include the following in written form:

- The name(s) of the **Buyer**;
- The name(s) of the **Seller**;
- The **Address** of the property for which the request is made;
- The **Tax Parcel Number**;
- The **Date of Settlement**, and;
- The mailing address of the new owner if different from the property for which the lien request is being made.

All requests should be faxed, mailed, emailed, or delivered to the Accounting Clerk at the Town of Milton Town Hall.

You will need to allow at least **FIVE** working days for all meter readings. A \$50.00 surcharge will be added to your total for any requests made in less than five working days. A Lien Certificate letter will be provided for all written requests and the **\$45.00 fee will be included in the total amount due**. If the settlement is **cancelled** or the **date is changed**, please notify this office as soon as possible. An additional fee of \$45.00 will be charged for updated information.

If the C/O has **NOT** been issued **NO** information will be provided.

PROCESS EFFECTIVE JANUARY 6, 2009



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**UTILITY / TAX REQUESTS**

REQUEST DATE: \_\_\_\_\_ NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

**SETTLEMENT DATE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

TAX MAP & PARCEL #: \_\_\_\_\_

BUYER'S NAME: \_\_\_\_\_ BUYER'S PHONE: \_\_\_\_\_

BUYER'S PERMANENT ADDRESS: \_\_\_\_\_

BASE PROPERTY TAX RATE: \_\_\_\_\_

DATE PAID / DUE: \_\_\_\_\_

UTILITIES WATER/TRASH OWED BY SELLER: \_\_\_\_\_

**SEWER: CONTACT TIDEWATER (877)720-9272**

TOTAL (PAST & CURRENT DUE): UTILITY: \_\_\_\_\_ PROPERTY: \_\_\_\_\_

PURPOSE FOR REQUEST: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

**ALLOW five business days for your request(s).** Checks received to pay on property tax accounts must have the parcel number listed. Checks for utility payments must include an account number. **Do not combine property and utility payments on one check.** Thank you.