



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 **\$75.00 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 \$75.00 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 #: _____

SELLER'S NAME: _____ SELLER'S PHONE: _____

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 ARTESIAN 302-453-6900

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.