



**Borough of Denver**  
**501 Main Street, Denver, PA 17517**

**Real Estate Interim Instruction**

Listed below is a summary of the process implemented by the Borough of Denver regarding real estate interim settlements. Please follow the instructions and if you have any questions, do not hesitate to contact the Municipal Building at 717-336-2831:

1. When requesting real estate interim settlement information for a property located in the Borough of Denver, please complete the sections on the enclosed "Real Estate Interim Settlement Form" and the "Curb, Sidewalk, and Driveway Apron Form" that are marked with an asterisk.
2. **Please note, the completed "Real Estate Interim Settlement Form" and the "Curb, Sidewalk, and Driveway Apron Form" shall be submitted to the Borough of Denver by 5:00 p.m. at least 72-hours prior to the date of the settlement.**
3. After completing the required fields, submit a copy of the "Real Estate Interim Settlement Form" and the "Curb, Sidewalk, and Driveway Apron Form" to the Borough via fax at 717-336-7190 or email at [JHigh@denverboro.net](mailto:JHigh@denverboro.net).
4. Upon receipt of the form, the Borough staff will inspect the curb, sidewalk, and driveway apron areas of the property and will fax back to your office a copy of the "Curb, Sidewalk, and Driveway Apron Inspection Form."
5. Please be aware that if a curb, sidewalk, and/or driveway apron repair/replacement is required, the repair/replacement shall be completed either prior to settlement, or, a "Curb, Sidewalk, and Driveway Apron Repair/Replacement Agreement" shall be completed, executed, and submitted to the Borough.
6. The Borough staff shall read the water/sewer meter one (1) day prior to the real estate settlement, calculate the total consumption used, and complete the amount due to the Borough for all water and sewer rents and penalties.
7. The Borough staff will send this information to your office summarized on the "Real Estate Interim Settlement Form" via fax or email.
8. The Borough also will assess a fee of **\$50.00 Settlement Fee** for the completion of the settlement certification and inspection forms. This fee shall be made payable to the Borough of Denver and shall be submitted along with the settlement payment.

If at any time you need any additional information, please contact the Denver Borough Municipal Building at 717-336-2831 to speak with a member of the staff.



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**Real Estate Interim Settlement Form**

- \* Settlement Date: \_\_\_\_\_
- \* Address: \_\_\_\_\_
- \* Current Owner: \_\_\_\_\_
- \* New Owner: \_\_\_\_\_
- \* Email and/or Phone # of New Owner: \_\_\_\_\_
- \* Agency Name: \_\_\_\_\_
- \* Agency Contact Name: \_\_\_\_\_
- \* Agency Phone #: \_\_\_\_\_
- \* Agency Fax #: \_\_\_\_\_

**For Borough Use Only:**

**Water/Sewer Interim Amounts**

- Read Meter Date: \_\_\_\_\_ Meter Reader: \_\_\_\_\_
- Account Number: \_\_\_\_\_
- Previous Meter Reading: \_\_\_\_\_
- Current Meter Reading: \_\_\_\_\_
- Gallon Consumption:** \_\_\_\_\_
- Interim Amount (Water): \_\_\_\_\_ Previous Amount Due: \_\_\_\_\_
- Interim Amount (Sewer): \_\_\_\_\_ Settlement Fee: \_\_\_\_\_
- Total Amount Due:** \_\_\_\_\_

Faxed Agency with W/S Amount: \_\_\_\_\_ To: \_\_\_\_\_

Access card for current owner deactivated: \_\_\_\_\_

*Please fax the completed form to the Denver Borough Municipal Building at 717- 336-7190.*



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## Curb, Sidewalk, & Driveway Apron Inspection Form

- \* Settlement Date: \_\_\_\_\_
- \* Address: \_\_\_\_\_
- \* Current Owner: \_\_\_\_\_
- \* New Owner: \_\_\_\_\_
- \* Agency Name: \_\_\_\_\_
- \* Agency Contact Name: \_\_\_\_\_
- \* Agency Phone #: \_\_\_\_\_
- \* Agency Fax #: \_\_\_\_\_

**For Borough Use Only:**

Sidewalk Inspection Date: \_\_\_\_\_ Sidewalk Inspector: \_\_\_\_\_

Required Type of Repair/Replacement: \_\_\_\_\_

\_\_\_\_\_

Location of Repair/Replacement: \_\_\_\_\_

\_\_\_\_\_

Faxed Agency with Sidewalk Inspection: \_\_\_\_\_ To: \_\_\_\_\_

*Please fax the completed form to the Denver Borough Municipal Building at 717- 336-7190.*



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**CURB, SIDEWALK, AND DRIVEWAY APRON REPAIR/REPLACEMENT AGREEMENT**

Property Address: \_\_\_\_\_

Tax Parcel No: \_\_\_\_\_

Settlement Date: \_\_\_\_\_

Seller(s): \_\_\_\_\_

Buyer(s): \_\_\_\_\_

I, \_\_\_\_\_ (name), the buyer / seller (please circle) of the property listed above, agree to repair/replace the curb, sidewalk, and/or driveway apron as per the attached Inspection Form submitted by the Borough of Denver.

I agree to complete the required repair/replacement project by \_\_\_\_\_, 20\_\_, unless the date is extended in writing by each of the undersigned and agreed to by the Borough of Denver.

If the Seller agrees to be held responsible for the required repairs, the Seller must submit to the Title Company at the time of settlement a holding in escrow in an amount sufficient to complete the required repairs within the designated timeframe. If the repairs are not completed within the designated timeframe, the escrow monies will be released to the Buyer to complete the repairs. The Title Company also shall forward to the Borough of Denver written proof that an escrow holding has been submitted by the Seller for the required repairs immediately following the settlement.

Prior to the start of the curb, sidewalk, and/or driveway apron repair/replacement, the responsible party shall obtain from the Borough of Denver a Zoning Permit for the project. Upon completion of the required curb, sidewalk, and/or driveway apron repair/replacement, the responsible party will contact the Borough of Denver at 717-336-2831 for a final inspection. Following the inspection, the Borough will issue to the Title Company a letter indicating that the curb and/or sidewalk repair/replacement project has been completed.

**Parties:**

Seller	Date
Seller	Date
Buyer	Date
Buyer	Date

*Please Mail or fax completed agreement with proof of escrow to the Denver Borough Municipal Building at fax: 717- 336-7190  
 501 Main Street, Denver, PA 17517 Phone: 717-336-2831*