

DENNIS P. WILLIAMS  
MAYOR

City of Wilmington  
Delaware

LOUIS L. REDDING - CITY/COUNTY BUILDING  
800 FRENCH STREET  
WILMINGTON, DELAWARE  
19801-3537  
WWW.WILMINGTONDE.GOV



**Effective: Monday, July 1, 2013**

June 5, 2013

Attn: Attorneys and Title Companies

We have revised our Transfer of Ownership Form and settlement procedures to better service you and your clients. Please review and follow the new procedures carefully so that you receive settlement figures within a timely fashion without delay.

If you have any old versions of this form, please discard them and use this revised form, as the old form will no longer be accepted.

You can pick up new forms in person at our Revenue Office location:

City of Wilmington  
Louis L. Redding City/County  
Revenue Division, 1<sup>st</sup> Floor  
800 North French Street  
Wilmington, DE 19801

For your convenience, you can also obtain the new Transfer of Ownership Form on the City of Wilmington's website at [www.WilmingtonDE.gov](http://www.WilmingtonDE.gov). The document will be in an Adobe format.

We prefer that you email your completed Transfer of Ownership Form to [scromartie@WilmingtonDE.gov](mailto:scromartie@WilmingtonDE.gov), or fax to (302) 571-4087, or return the form in person.

If you should have any question in regard to the new form or new procedures, please feel free to contact me at (302) 576-2087.

Thank you for your cooperation and we look forward to providing you with excellent service in the future.

Sincerely,

Shirleen M. Cromartie  
Settlement Clerk  
Department of Finance

SMC/dmu

# City of Wilmington

## NOTIFICATIONS OF TRANSFER OF OWNERSHIP & REQUEST FOR LIEN STATUS

PLEASE READ BEFORE COMPLETING ATTACHED FORM

(New Procedures – Effective July 1, 2013)

### OBTAINING SETTLEMENT READINGS & FIGURES

It is recommended that Division of Revenue Meter Readers obtain the settlement reading to ensure accuracy in taking the meter reading and calculating settlement figures.

All Curb meters must be read by the Division of Revenue Meter Readers (no service charge).

If seller, buyer, or realtor should choose to read meter for settlement, please follow instructions below:

1. Settlement readings are scheduled daily between the hours of 9:00 a.m. and 11:00 a.m. Call Customer Service at (302) 571-4320.
2. There **must** be someone at the property location to allow the meter reader to have access to the meter in the property.
3. There will be a \$50.00 service charge added to your settlement figures (*curb meters are excluded*).
4. A picture of the meter reading **must** be attached to the Transfer of Ownership Form or the settlement reading provided will not be accepted, and Settlement Clerk will be forced to escrow settlement funds.

### ESCROW SETTLEMENT FIGURES

In the event that a water meter cannot be obtained prior to settlement date, the Division of Revenue will provide an estimated escrow amount based on prior consumption and payment history. Escrow amounts can range from **\$5,000 - \$10,000**.

### SUBMITTING TRANSFER OF OWNERSHIP FORM

The Transfer of Ownership Form must be submitted at least **five (5) business days** prior to settlement date to ensure that there is sufficient time to obtain a meter reading, if necessary, and receive figures in a timely manner.

Email forms to [scromartie@WilmingtonDE.gov](mailto:scromartie@WilmingtonDE.gov) (preferred) or faxed to (302) 571-4087.

Settlement information can be obtained by calling (302) 576-2087, Mon. – Fri., 9:00 a.m. to 5:00 p.m.

General billing inquiries, contact Customer Service at (302) 571-4320, Mon. – Fri., 9:30 a.m. to 4:00 p.m.

### CANCELLATION OF SETTLEMENTS

Cancellation Notices must be faxed to (302) 571-2087 or emailed to [scromartie@WilmingtonDE.gov](mailto:scromartie@WilmingtonDE.gov) if sale **does not** take place as stated on the Transfer of Ownership Form. This will ensure that the City of Wilmington's database is not changed erroneously.

### SETTLEMENT QUOTES & PAYMENT POLICY

Settlement quotes are only valid for two (2) weeks after the settlement date on the Transfer of Ownership Form. **Payments** are expected within the two (2) week period to avoid any late fees. Please attach a copy of the Transfer of Ownership Form for accurate allocation of payment.

Make all checks payable to the City of Wilmington. Mail payments to:

**City of Wilmington**  
**Attn: Settlement Clerk / Division of Revenue – 1<sup>st</sup> Floor**  
**800 North French Street**  
**Wilmington, DE 19801**

