

UPPER DARBY TOWNSHIP

Department of Licenses & Inspection
100 Garrett Road
Upper Darby, PA 19082-3135

RE: Resale Certification – ESCROW MONIES GUIDELINES

Only when weather conditions prohibit the proper construction of curb/ sidewalk will monies held in escrow.

The following procedures must be followed in order to expedite processing of escrow monies for curb/sidewalk repairs. Please complete the following:

LOCATION OF PROPERTY:

1. Name/Address of Seller(s):

2. Amount [of work to be done] X price [using the figures on the violation cover letter] of this work + 10% inflation = TOTAL:

3. Title Company/Lawyer holding escrow funds:

Name _____

Address _____

Phone # _____

Fax # _____

NOTE: FUNDS CANNOT BE RELEASED UNTIL YOU HAVE RECEIVED WRITTEN CONFIRMATION FROM UPPER DARBY TOWNSHIP.

UDT MUST RECEIVE COPIES OF PAYMENT CHECKS(S).

4. An Invoice from a Licensed Contractor, if the work is \$5,000 or more using our figures (Contractor must be licensed and insured to work in Upper Darby Township) approximate date of work to be done.
5. All work must be completed within six months from date of issuance of Resale Certification.

Thank you for your cooperation and consideration.

If you should have any questions, please feel free to contact:

David Womack 610-734-7613

FAX: 610-734-7638