



# Water Payoff Request Form

Use this form when requesting water payoff information.  
Questions? Call (215) 686-6995 or 6987

Page 1 of 3

Please follow these instructions:

1. Complete Page 1 by typing directly in the fields below. Fields marked with a star (\*) are required. Leave Pages 2 and 3 blank. Don't complete this form by hand.
2. Go to **File** > then **Save As...**
3. Choose a Folder, such as your Desktop.
4. Give your PDF a unique File Name that includes the Property Address or File No. (Example: "123MainStreet").
5. Save
6. Submit your saved form by email to: [wateramountdue@phila.gov](mailto:wateramountdue@phila.gov)

Settlement Agent Name\*: George David

Settlement Company: Stellar Innovation

Settlement File No.: BF-Y01867-9904507627

Phone: 302-261-9069

Fax: 407-210-3113

Email\*: Evan.foster@proplogix.com

Date of Request\*: 03-21-2025

Date of Settlement\*: 03-28-2025

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Property Owner Name\*: FREEMAN GRETA

Property Address\*: 5136 W SHELDON ST PHILADELPHIA PA 19144

Property Account #: 020-72500-05136-001

Water Code Enforcement #: \_\_\_\_\_

#: \_\_\_\_\_

#: \_\_\_\_\_

Agency/Lien Repair #: \_\_\_\_\_

HELP Loan #: \_\_\_\_\_

\* Required Field

**\*\*\* This is a payoff request form. This does not serve as a lien search. Accordingly, title insurance companies should search (1) The Locality/In Rem Index and/or (2) the Philadelphia Courts Civil Dockets for existing liens.\*\*\***

If there are estimated meter readings for this account or the most recent readings on this account are estimated, the outstanding balance on this account may be higher than what is reflected here **and may result in charges being retroactively billed to this account.** The Meter Shop should be contacted immediately at (215) 685-3000 to have the meter serviced.



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|                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Property Address: <u>5136 W SHELDON ST PHILADELPHIA PA 19144</u></p> <p>Account #: _____</p> <p>Last Meter Reading: _____ Taken On: _____</p> <p><input type="checkbox"/> Actual    <input type="checkbox"/> Estimated</p> <p>Dates of Last Billing Cycle: _____ to _____</p> <p>Water/Sewer Balance: _____</p> <p>Restore Fee (if applicable): _____</p> <p>Lien Fee (if applicable): _____</p> <p>Total: \$ _____</p> | <p>Discontinued Account(s)    <input type="checkbox"/> <b>None if checked</b></p> <p>#: _____ Balance: _____</p> <p>#: _____ Balance: _____</p> <p>#: _____ Balance: _____</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                          |                                                                          |                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------------|
| <p>Agency/Lien Repair Bill Balance</p> <p><input type="checkbox"/> <b>None if checked</b></p>                                                                            | <p>Lien #: _____</p> <p>Date: _____</p> <p>Total: \$ _____</p>           | <p>Lien #: _____</p> <p>Date: _____</p> <p>Total: \$ _____</p> |
| <p>HELP Loan Bill Balance</p> <p><input type="checkbox"/> <b>None if checked</b></p>                                                                                     | <p>HELP Loan Acct #: _____</p> <p>Date: _____</p> <p>Total: \$ _____</p> |                                                                |
| <p>Water Code Enforcement Judgment(s)    <input type="checkbox"/> <b>None if checked</b></p>                                                                             |                                                                          |                                                                |
| <p><b>ACCOUNT BALANCE DUE (inclusive of all amounts listed above):</b> _____</p> <p><b>GOOD THROUGH:</b> _____</p> <p><b>Additional Comments:</b> _____</p> <p>_____</p> |                                                                          |                                                                |

Philadelphia Water Department Representative's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mail your completed form along with a certified check, settlement agent escrow check or money order payable to "City Of Philadelphia" to: Water Revenue Bureau, PO BOX 41496, Philadelphia, PA 19101

Should you need an updated payoff figure, please send this completed form back with your request.

For Water Department Use Only



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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                     |                                                                                                                                                                                 |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Property Address: <u>5136 W SHELDON ST PHILADELPHIA PA 19144</u><br>Account #: <u>020-72500-05136-001</u><br>Last Meter Reading: <u>798</u> Taken On: <u>3-28-25</u><br><input type="checkbox"/> Actual <input checked="" type="checkbox"/> Estimated<br>Dates of Last Billing Cycle: <u>2-28-25</u> to <u>3-28-25</u><br>Water/Sewer Balance: <u>8420.96</u><br>Restore Fee (if applicable): <u>75.00</u><br>Lien Fee (if applicable): <u>197.90</u><br>Total: \$ <u>8693.86</u> |                                                                                                                                                     | Discontinued Account(s) <input checked="" type="checkbox"/> <b>None if checked</b><br><br>#: _____ Balance: _____<br><br>#: _____ Balance: _____<br><br>#: _____ Balance: _____ |  |
| Water Code Enforcement Judgment(s)<br>(inclusive of costs, fines, & fees)<br><br><input checked="" type="checkbox"/> <b>None if checked</b>                                                                                                                                                                                                                                                                                                                                       | Judgment #: <u>CE-14-04-72-0145</u><br>Date: <u>8-7-14</u><br>Court Costs: \$ <u>110.00</u><br>Fines: \$ <u>1200.00</u><br>Total: \$ <u>1310.00</u> | Judgment #: _____<br>Date: _____<br>Court Costs: \$ _____<br>Fines: \$ _____<br>Total: \$ _____                                                                                 |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Judgment #: _____<br>Date: _____<br>Court Costs: \$ _____<br>Fines: \$ _____<br>Total: \$ _____                                                     | Judgment #: _____<br>Date: _____<br>Court Costs: \$ _____<br>Fines: \$ _____<br>Total: \$ _____                                                                                 |  |
| Agency/Lien Repair Bill Balance<br><br><input checked="" type="checkbox"/> <b>None if checked</b>                                                                                                                                                                                                                                                                                                                                                                                 | Lien #: _____<br>Date: _____<br>Total: \$ _____                                                                                                     | Lien #: _____<br>Date: _____<br>Total: \$ _____                                                                                                                                 |  |
| HELP Loan Bill Balance<br><br><input checked="" type="checkbox"/> <b>None if checked</b>                                                                                                                                                                                                                                                                                                                                                                                          | HELP Loan Acct #: _____<br>Date: _____<br>Total: \$ _____                                                                                           |                                                                                                                                                                                 |  |
| <b>ACCOUNT BALANCE DUE (inclusive of all amounts listed above):</b> <u>\$10,003.86</u><br><br><b>GOOD THROUGH:</b> <u>5-2-25</u><br><br><b>Additional Comments:</b> <u>Estimate water reading with zero usage since 12/2009 - bad meter showing in property. Please have meter service by contacting meter shop at 215-685-3000. Additional charges could be applied</u>                                                                                                          |                                                                                                                                                     |                                                                                                                                                                                 |  |

**Law Department Representative's Name:** O. Stevenson      **Date:** 4-9-25

**Mail your completed form along with a certified check, settlement agent escrow check or money order payable to "City Of Philadelphia" to: Philadelphia Law Department, 1401 John F. Kennedy Blvd, Room 580, Philadelphia, PA, 19102.**

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