



Town of Berlin DEED CHECKLIST

Information Requested Date: _____

Name of Current Property Owner: _____

Address: _____

Settlement Attorney: _____

Phone # _____ Fax # _____

Settlement Date: _____

New Buyer(s): _____

Electric Amount Due: \$ _____

Water & Sewer Amount Due: \$ _____

Tax Amount Due: \$ _____

Unpaid Invoices - Amount Due: \$ _____

Notes: _____

**THIS DOCUMENT MUST ACCOMPANY THE DEED TO THE BERLIN TOWN OFFICE
WHERE ALL ITEMS PERTAINING TO THIS PROPERTY MUST BE VERIFIED.
ANY DISCREPANCIES OF INFORMATION MAY THE DELAY THE TRANSFER.**

Attached: _____ Intake Sheet
_____ Tax Bill
_____ Copy of Check
_____ New Service Request
_____ Final Utility Bill (If any)

Faxed to: _____ Date: _____ Prepared By: _____

Approved : _____ Date: _____

Finance Director

Zoning: _____ Subject property located in the Historic District? YES NO

Properties located in the Historic District are subject to regulations set forth in Chapter 59 of the Berlin Town Code.

Zoning review completed by: _____ Date: _____