



# CITY OF BEREA

*"The Grindstone City"*

**Cyril M. Kleem**  
Mayor

11 Berea Commons  
Berea, Ohio 44017

**Dana J. Kavander, CPA**  
Director of Finance

Phone: 440-826-5800  
Fax: 440-826-4598  
Website [www.cityofberea.org](http://www.cityofberea.org)

## Status Report Request

Per **Berea Codified Ordinance 311.08** "Property Seller to Supply Statement of Status of Water and/or Sewer Bill(s)". No person, agent, firm or corporation shall sell by deed, land contract, or otherwise, any interest in any premises within the City which is supplied by Berea City water or any premises situation outside the borders of the City but which is supplied with City water, without furnishing the buyer, prior to closing of such sale, a statement from the Berea Water Department of Finance Department setting forth the current status of the water account and sewer account(s) of the premises and, when an escrow has been established, depositing in escrow, prior to delivery of possession or transfer of title, a statement from the buyer acknowledging the receipt of such statement, and accepting responsibility for all water and sewer bills on such property after the date of possession or title transfer, whichever shall sooner occur. The Water and/or Finance Departments shall, from time to time, establish a reasonable fee to be charged to any person, firm or corporation for a status report of any water and/or sewer bill for any such property."

**The City of Berea will issue a status report on a property only when a written request or form is received with the required \$25.00 fee.** The City annually certifies unpaid water and sewer bills and nuisance abatements to property tax bills.

### Requestor Information:

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Company Address \_\_\_\_\_

### Property Information:

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

Parcel Number \_\_\_\_\_ Transfer Date \_\_\_\_\_

Mail this form or request, along with a check for **\$25.00** made payable to the City of Berea, to:

City of Berea Finance Dept.  
11 Berea Commons  
Berea, OH 44017

If you would like to receive this report by mail, please send a self addressed, stamped envelope with your check. Otherwise, please indicate email or fax.

Questions – please call the Finance Department at (440) 826-5834