



MOUNT LAUREL TOWNSHIP

Municipal Utilities Authority

1201 SOUTH CHURCH STREET • MOUNT LAUREL, NEW JERSEY 08054

Phone: (856) 234-0062 • Fax: (856) 866-1092

Closing / Settlement Procedures for Real Estate transactions in the Township of Mount Laurel

The Mount Laurel MUA (the “MUA”) has established new procedures for real estate settlements taking place in Mount Laurel. Please be aware that these procedures are ONLY for the MUA and procedures currently in place for other entities (Mount Laurel Township, for example) continue unchanged unless and until you are informed otherwise. Below are the new MUA procedures, which are effective immediately.

1. The MUA considers the Title Company servicing the real estate transaction as the party responsible to ensure these procedures are followed. In the event the MUA is not made aware of a scheduled settlement at least two business days prior to it, the Title Company will be assessed a \$50 fine (per occurrence).
2. Approximately one week prior to settlement, the MUA’s settlement request form must be completed and submitted. A copy of the form is made part of these procedures. This form can also be found on the MUA website (Resources/Online forms/Settlement Request) (<http://www.mlTMUA.com/forms/Settlement%20Request.pdf>). All information must be completed and submitted to the MUA before a final meter reading for settlement will be scheduled. Should any information change prior to the scheduled settlement date (cancellation or postponement, change of buyer information, etc.) the MUA must be contacted immediately.
3. On the day of settlement, the MUA will take a meter reading and calculate the amounts due from the Seller and the Buyer of the property.
4. Once these amounts are calculated, the MUA will send the Settlement Invoice to the Title Company at the email address provided. This invoice is to be used by the Title Company to disburse payment(s) to the MUA on behalf of the Seller and the Buyer.
5. Payment(s) must be received by the MUA within seven business days of the scheduled settlement date. The MUA does not require separate checks for Sellers and Buyers. In the event the MUA does not receive payment within seven business days, a \$25

administrative fee will be billed to the Title Company. The MUA will then assess a \$50 fine to the Title Company for each subsequent five business day period (or fraction thereof) until payment is received.

6. Once payment is received for the Seller's portion of the Settlement Invoice, the MUA will change the billing account into the Buyer's name and update the contact information. THIS WILL NOT BE DONE UNTIL PAYMENT IS RECEIVED. Once the name is changed, any balance on the account will become the Buyer's responsibility.

If you have any questions, please do not hesitate to contact our Customer Service Department at CustomerService@mltmua.com or by dialing 856.234.0062.

Thank you.

The Mount Laurel Municipal Utilities Authority

David Wiest

Finance Director



MOUNT LAUREL TOWNSHIP
Municipal Utilities Authority

1201 South Church Street
Mount Laurel, New Jersey 08054

If you have any questions please contact our customer service representatives at (856) 234-0062

Meter Reading Request for Property Settlement

Property Information

Date of Request: _____ Date of Settlement: _____

Service Address: _____

Buyers Information (All Information is REQUIRED)

Home
Work
Mobile

Buyer's Name: _____ Buyer's Phone #: _____

Buyer's Email: _____

Billing Address: _____
(Leave blank if same as service address)

Will This property Be rented out? Yes No	***If yes, Please see our tenant Landlord form in our website 'Online forms' section for further billing options for tenants
--	--

Sellers Information (All information is REQUIRED)

Home
Work
Mobile

Seller's Name: _____ Seller's Phone #: _____

Seller's Email: _____

Forwarding
Address: _____

Settlement Information

Title Company
Name: _____ Title Company Phone #: _____

Settlement
Coordinator's
Name: _____ Title Fax #: _____

Title Co. File # _____ Time of Settlement: _____ AM
PM

Title Company
Email: _____

*****This Is required and will be used to send final figures on the day of settlement*****

Title Co. Mailing Address: _____

******Please return this form to our customer service department******

Email: customerservice@mltmua.com

Fax: 856-866-1092

****** All Information requested on this form is required. A settlement will not be scheduled without it.******