Dear landowner,

Enclosed is the Operation and Maintenance Agreement (Stormwater Management/BMP Facilities & Maintenance Agreement) that needs filed at the Adams County Courthouse, Recorder of Deeds Office as per the notification letter.

To complete this form, you are required to do the following:

On page 1, line 2: Please list the legal name(s) of the landowner(s) as recorded on the deed.

On page 2, Landowner signature section: Landowner(s) should sign and print name(s).

Take the form to a PA Notary to complete page 3. The Notary will have you sign page 3 in their presence and fill out the “Individual Acknowledgement” section and affix their seals.

Once the document has been brought to the Township building to signed by a Township Supervisor & completed in its entirety, please take the document to the Adams County Courthouse, Recorder of Deeds Office to complete the process. Remember you will be required to pay the filing fee and give them the enclosed, stamped envelope to have the document returned to the Township Office for verification.

If you have any questions, please contact me immediately so there are no delays in the finalization of your plans.

Tiana Mummert

Administrative Assistant

717-624-4222 X 3

Email: tmummert@readingtownship.net