

# THE DPC AGENT PORTAL

As part of our ongoing commitment to providing the highest level of access and communication for the Real Estate Agents we work with, we have created the Duggan Pawlowski & Cooke LLP Agent Portal! The portal allows you to monitor the status of your transactions as they move from your hands to ours. You are given access to the files that you have open with our firm so that you can stay updated 24/7.

Visit The DPC Agent Portal!  
<https://www.agentportal.dpc-law.com/>

Username: Your email address  
Password: \*contact our office\*

## UTILITY INFORMATION

### GAS/ELECTRIC

National Fuel 716-686-6123  
[www.nationalfuel.com](http://www.nationalfuel.com)

National Grid 800-642-4272  
[www.nationalgridus.com](http://www.nationalgridus.com)

NYSEG 800-572-1111  
[www.nyseg.com](http://www.nyseg.com)

### WATER

Erie County Water Authority 716-849-8444  
For the following Suburbs: Alden, Amherst, Clarence, Cheektowaga, Depew, Hamburg (Town & Village), Lackawanna, Lancaster (Town & Village), Marilla, Newstead, Orchard Park (Town), Tonawanda (City), West Seneca

### WATER – OTHER ERIE COUNTY TOWNSHIPS

Buffalo (CITY) 716-847-1065  
Angola 716-549-1126  
Blasdell 716-822-1921  
East Aurora 716-652-6057  
Elma 716-674-8855  
Evans 716-549-5751  
Grand Island 716-773-9600  
Kenmore – Village 716-873-5700  
Orchard Park – Village 716-662-9327  
Tonawanda – Town 716-871-8843  
Williamsville – Village 716-632-5009

### CABLE/INTERNET/PHONE

Spectrum 855-243-8892  
[www.spectrum.com](http://www.spectrum.com)

Verizon FiOS 800-837-4966  
[www.fios.verizon.com](http://www.fios.verizon.com)

### WATER - NIAGARA COUNTY TOWNSHIPS

Cambria 716-433-2468  
Hartland & Middleport 716-735-7179  
Lewiston Town 716-754-8213  
Lewiston Village 716-754-8271  
Lockport City 716-439-6678  
Lockport Town 716-439-9529  
Niagara Town 716-297-2150  
Niagara Falls 716-283-9770  
Newfane 716-778-8587  
North Tonawanda 716-695-8531  
Pendleton 716-625-8033  
Porter & Youngstown 716-791-3831  
Royalton 716-772-2107  
Somerset & Barker 716-795-9919  
Wheatfield 716-693-4262  
Wilson 716-751-6213

## WHO WE ARE

At Duggan Pawlowski & Cooke LLP we work under the guiding principles of Communication, Dedication and Results. We believe communication between attorneys and real estate agents is one of the keys to a successful real estate transaction.

**Neil A. Pawlowski, Esq.** – Attorney

[Neil@dpc-law.com](mailto:Neil@dpc-law.com)

**Jenn Weintraub** – Paralegal (Purchases)

[Jenn@dpc-law.com](mailto:Jenn@dpc-law.com)

**Amanda Russo** – Paralegal (Sales)

[Amanda@dpc-law.com](mailto:Amanda@dpc-law.com)

**Katie Dowdell** – Paralegal (Closings)

[Katie@dpc-law.com](mailto:Katie@dpc-law.com)

## EXPENSES OF THE SELLER

- Search Update
  - Survey Update
  - Broker Commission
  - Transfer Tax
    - Erie County: \$9 per \$1,000 of purchase price
    - \*Senior Exemption lowers this to \$4 per \$1,000
    - Niagara County: \$4 per \$1,000 of purchase price
  - Attorney Fee
  - Tax Certificate\*
    - Required within all Villages
  - Sump/Pump/Sewer/Water Inspection\*
- \* These will be determined by the municipality of the property

**PLEASE NOTE:** Additional fees & expenses may apply to your client's specific transaction.

## DOCUMENTS THE SELLER WILL NEED TO PROVIDE

- Original Abstract of Title/Search
- Old Survey
- Deed (Copy or Original)



DUGGAN PAWLOWSKI & COOKE LLP  
ATTORNEYS AT LAW

### CONTACT US!

403 Main Street, Suite 700  
Buffalo, New York 14203  
716-575-5529  
[www.dpc-law.com](http://www.dpc-law.com)

### SUMP PUMP/SEWER/WATER INSPECTIONS REQUIRED:

ERIE: Amherst, Cheektowaga, Depew, Kenmore, Lancaster (Village), Orchard Park (Village), Sloan, Tonawanda (City & Town), Williamsville

NIAGARA: Cambria, Lewiston, Niagara Falls, Pendleton, Royalton, Wheatfield

# 2019

The Erie & Niagara County Clerk's Offices are closed on the following Holidays and closings will not take place:

- Jan 01: New Year's Day
- Jan 21: MLK Day
- Feb 18: Presidents' Day
- Apr 19: Good Friday
- May 27: Memorial Day
- Jul 04: Independence Day
- Sep 02: Labor Day
- Nov 11: Veterans Day
- Nov 28: Thanksgiving Day
- Dec 25: Christmas Day

JANUARY							JULY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		<b>1</b>	2	3	4	5		1	2	3	<b>4</b>	5	6
6	7	8	9	10	11	12	7	8	9	10	11	12	13
13	14	15	16	17	18	19	14	15	16	17	18	19	20
20	<b>21</b>	22	23	24	25	26	21	22	23	24	25	26	27
27	28	29	30	31			28	29	30	31			
FEBRUARY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2					1	2	3
3	4	5	6	7	8	9	4	5	6	7	8	9	10
10	11	12	13	14	15	16	11	12	13	14	15	16	17
17	<b>18</b>	19	20	21	22	23	18	19	20	21	22	23	24
24	25	26	27	28			25	26	27	28	29	30	31
MARCH							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	<b>2</b>	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30					
31													
APRIL							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6			1	2	3	4	5
7	8	9	10	11	12	13	6	7	8	9	10	11	12
14	15	16	17	18	<b>19</b>	20	13	14	15	16	17	18	19
21	22	23	24	25	26	27	20	21	22	23	24	25	26
28	29	30					27	28	29	30	31		
MAY							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	<b>11</b>	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	<b>27</b>	28	29	30	31		24	25	26	27	<b>28</b>	29	30
JUNE							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6	7
2	3	4	5	6	7	8	8	9	10	11	12	13	14
9	10	11	12	13	14	15	15	16	17	18	19	20	21
16	17	18	19	20	21	22	22	23	24	<b>25</b>	26	27	28
23	24	25	26	27	28	29	29	30	31				
30													



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