

CITY OF METHUEN FINAL WATER READING NOTICE

- Finals should be requested at least 5 BUSINESS days' before the closing.
- Final reads can ONLY be requested by the CLOSING ATTORNEY'S OFFICE.

****Please send all final water reading requests to MethuenWater@ci.methuen.ma.us****

When sending the request please put the property in the subject line and only include ONE address per e-mail to ensure accuracy. We will respond with the final reading date and let you know if someone is required to be at the property.

PLEASE FILL OUT THE FORM BELOW IN ITS ENTIRETY

Once the final bill is completed and sent, we change the account name out of seller's name and put into the new buyers name with the information you provide to us.

CLOSING DATE: _____

PROPERTY LOCATION: _____

PREVIOUS OWNER: _____

NEW OWNER: _____

NEW OWNER PHONE #: _____

NEW OWNERS MAILING ADDRESS: _____

(IF DIFFERENT FROM RESIDENTIAL)

ATTORNEY / BILLING INFORMATION

CLOSING ATTORNEY: _____

PHONE: _____

E-MAIL: _____

PERSON REQUESTING FINAL: _____

IMPORTANT NOTICE:

- The fee for a final water reading is \$50.00. If a final reading is scheduled for a specific date and time and there is a "no show," **a service fee of \$50.00 will be charged.**
- If you requested a final reading, and it was completed (issuing you a final bill) but your closing was post-poned and we need to do a re-read there will be an additional fee **of \$35.00 if it is within 30 days of the first final reading. If the second request**

is after 30 days of the first reading, you will be charged an additional \$50.00 Fee.

- **If the Final read has been completed & the sale of property is cancelled.. you must notify us immediately as we update and change the account name and contact information from sellers to buyers as soon as the final bill is generated**