



**WATER DEPARTMENT
VILLAGE OF MONROE**
www.villageofmonroe.org
(845) 782-8341 Ext. 122

<p><i>(Office Use Only)</i></p> <p>ERT # _____</p>
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APPLICATION FOR FINAL WATER READING

When selling property, owners shall request a final water meter reading from the Village within five (5) business days of the property closing date. The Village must also be given access to the water meter. There will be a \$25.00 service fee, which will be added to the final Water Bill. The final bill is payable upon receipt.

This application MUST be received at least five (5) days BEFORE closing.

Date _____

Applicant is: Owner (Seller) Attorney (Seller, Buyer) Agent (Seller, Buyer)

Please PRINT CLEARLY:

Customer Number: _____
Section, Block & Lot: _____
Property Address & Zip Code: _____

Closing Date: _____
Name of Seller's Attorney / Seller's Real Estate Agent: _____
Agency Address: _____
Phone No: _____

Current Owner (Seller): _____
Current Owner's Phone No: _____

New Owner (Buyer): _____ (MUST be provided)
New Owner's Phone No: _____ (MUST be provided)
(Please DO NOT provide an Attorney's phone number. Above MUST be New Owner's phone number.)
New Owner's Billing Address: _____

(Complete ONLY if future billing address is different from property address.)

<p><i>(Office Use Only)</i></p> <p>New Owner Updated on</p> <p>____/____/____</p> <p>Initials _____</p>

Please CHOOSE ONE:
Mail Final Bill Fax Final Bill Email Final Bill Pickup at Village Hall
Fax # or Email (If requested) _____

Please fax form back to Village of Monroe: Water Department at (845) 782-3006 OR email billingcontrolclerk@villageofmonroe.org.