



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

<i>(Office Use Only)</i>
ERT # _____

**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.)*

New Owners Email: \_\_\_\_\_ *(Must be provided)*

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](mailto:billingcontrolclerk@villageofmonroe.org).

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New Owner Updated on ____/____/____
Initials _____