



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

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| <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 TYPE:

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: _____

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| <p><i>(Office Use Only)</i></p> <p>New Owner Updated on ____/____/____</p> <p>Initials _____</p> |
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New Owners Email: _____ *(Must be provided)*

Please CHOOSE ONE:
Mail Final Bill Email Final Bill Pickup at Village Hall

Email or mailing address _____

Please Email billingcontrolclerk@villageofmonroe.org if you have any questions.