

FINAL READING REQUEST FORM

Date _____

I/we, _____ are requesting a
final reading/discontinuation of service on Account # _____
located at _____ which we are selling. Closing date
is set for _____ and final reading should be
taken on _____. (cannot be on a Friday) I
understand that at the time the final reading is taken, water
service will be discontinued.

_____/_____

Member/s Signature

ADDRESS TO SEND FINAL BILL: _____

PHONE _____ **CELL** _____

- *Note: if closing date changes, it is your responsibility to notify our office by written note, e-mail, fax, or in person. Failure to do so may result in a \$50 service fee charge.*
- *Final readings/discontinuation of service will not be done on Friday. If closing is scheduled for a Friday, the final reading/discontinuation of service will be taken on Thursday or on the following Monday/business day.*
- *If Monday is agreed upon, it is understood that water usage could occur over the weekend.*
- *Transfer will not be done until seller has paid their final bill.*