

REQUEST FOR FINAL WATER READING & TRANSFER OF SERVICE TO A NEW OWNER/TENANT

Please Note:

~Requests for final water read must be received at least two (2) days in advance of the "Date of Final*" date in order to schedule the read.

~If you are the *seller* of a property, you are responsible to request a read and transfer of service. You must provide the information requested below, including a forwarding address and the new owner's name.

~If you are a *tenant*, your landlord must make a request in writing to read and transfer service. We are unable to make name changes or transfer service without permission of the property owner.

~Requests for transfer of service will be taken from the attorney for the seller or agent of the landlord when such requests are made in writing.

~If your property has more than one meter, you will need to submit a form for each account.

~The fee for the final read is \$10.00 and will be added to the final bill.

Date of Final* _____

Water Account # _____

Sewer Account # _____

Service Location: _____

Phone #: _____

*In general, we guarantee a final bill will be ready by noon of the day requested. If there is an emergency preventing this, the department will be in touch with you at the number you provide.

Forward Final Bill To: _____

We are able to fax your final bill to your closing attorney. Please enter the name and fax number to the right if you desire this service.

New Owner's Name: _____

Date: _____ Signature: _____

*Please mail completed form to: Finance Department, Township of West Caldwell, 30 Clinton Road, West Caldwell, NJ 07006, or fax to 973-226-2396. Any questions, please call 973-226-2304.

{For Office Use}

Last Billed Read: _____

Radio ID: _____

Final Read: _____

Location: _____

Consumption: _____