

**THIS FORM MUST BE RECEIVED AT LEAST 24 HRS PRIOR TO THE METER READ DATE YOU ARE REQUESTING.  
ANY REQUESTS RECEIVED AFTER 9 AM WILL NOT BE READ UNTIL THE FOLLOWING DAY**

**FINAL METER READING REQUEST FORM**

**REAL ESTATE AGENT / TITLE COMPANY INFORMATION:**

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

COMPANY: \_\_\_\_\_  FAX #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

*(If the email address and fax # are both provided, please check the preferred delivery method)*

**PROPERTY INFORMATION:**

PROPERTY ADDRESS: \_\_\_\_\_

*(Please list all possible addresses if this is a multi-family property)*

DATE TO BE READ: \_\_\_\_\_

*(Please notify all parties involved of the requested date to be read)*

**SELLER INFORMATION:**

NAME OF SELLER: \_\_\_\_\_

Seller's forward address: \_\_\_\_\_

Phone number and email address of seller: \_\_\_\_\_

**BUYER INFORMATION: \* REQUIRED FIELDS**

\*PRINT NAME OF BUYER: \_\_\_\_\_

\*Billing address: \_\_\_\_\_

\*Phone numbers and email addresses of buyer: \_\_\_\_\_

\*\*\***PLEASE READ**\*\*\* \_\_\_\_\_

WATER WILL BE TURNED OFF, a \$30.00 fee will be assessed, and a change of owner name will not be done unless this form is signed by the buyer, or a direct phone call is received from the buyer authorizing to change the bill into his/her name PRIOR to the requested read date. If the Water Department does not receive payment from the seller, the buyer will be liable for bills incurred before the reading date listed above. **I hereby accept responsibility for the city utility services at the "address to be read" as of the "date to be read" as listed above.**

\*SIGNATURE OF BUYER: \_\_\_\_\_

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**WHEN RENTAL PROPERTY IS SOLD OR PROPERTY IS PURCHASED AS RENTAL:**

**-Bills will be mailed to the property owner**

**OR**

**-Tenant change forms are required to put the account in tenant(s) names. Contact us for the necessary forms.**

**REQUESTS MUST BE MADE 24 HOURS IN ADVANCE**

*Bills will be faxed/emailed to the Real Estate Agent/Title Company listed above on the requested read date after 12:00 p.m.*

***FINAL METER READING REQUEST FORM INSTRUCTIONS:***

When filling out the form, please make sure to request the meter reading for the date that you would like the final bill to be completed and emailed or faxed to you, NOT the closing date.

Please make sure that the BUYER is aware of the date that the final bill is to be completed (their name will go on the account as of that date), and if they are calling us to accept responsibility for the account, instead of signing the form, they need to request that date also or your final bill will be done as of the date they request.

Additional forms can be found on our website at <https://www.watertownwi.gov/departments/documents.php>, Documents, Water Department.

Any questions, please feel free to contact our office.