

FINAL METER READING REQUEST FORM

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

FAX #920-262-4087 E-MAIL: wttwater@ci.watertown.wi.us

REAL ESTATE AGENT / TITLE COMPANY INFORMATION:

NAME: _____ PHONE#: _____
COMPANY: _____ FAX #: _____
EMAIL ADDRESS: _____
(If email address and fax # are both provided, please check preferred delivery method)

PROPERTY INFORMATION:

PROPERTY ADDRESS: _____
(Please list all possible addresses if this is a multi-family property)

****NOTE: The buyer's acct will begin the day after the meter is read.**
(Please notify all parties involved of the date the meter is to be read.)

DATE METER IS TO BE READ: _____
*(generally **is not** the closing date - This is the date that you would like to receive the final bill information)*

SELLER INFORMATION:

NAME OF SELLER: _____
Seller's forward address: _____
Phone number ^{and/or} email address of seller: _____

BUYER INFORMATION:

NAME OF BUYER: _____
Billing address: _____
Phone number ^{and/or} email address of buyer: _____

*****PLEASE READ*****

WATER WILL BE TURNED OFF, \$30.00 fee will be assessed, and 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 of the city utility services at the "address to be read" as of the "date to be read" as listed above.

SIGNATURE OF BUYER: _____

WHEN RENTAL PROPERTY IS SOLD OR PROPERTY IS PURCHASED AS RENTAL: Bills will be mailed to property owner **OR** Tenant Change Forms are required to put account in tenant(s) names. Contact us for the necessary forms.

REQUESTS MUST BE MADE 24 HOURS IN ADVANCE

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