WATER DEPARTMENT
VILLAGE OF MONROE
www.villageofmonroe.org
(845) 782-8341 Ext. 22

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)** ☐ **New Owner (Buyer)** ☐ **Agent** ☐

Please PRINT CLEARLY:

(Office Use Only)
ERT # _____

Account 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): _____
Phone No: _____

New Owner (Buyer): _____ *(MUST be provided)*
Phone No: _____ *(MUST be provided)*
New Owner's Billing Address:
_____
(Complete ONLY IF FUTURE billing address is different from property address)

(Office Use Only)
New Owner Updated on
____/____/____
Initials _____

Mail Final Bill ☐ **Fax Final Bill** ☐ **Email Final Bill** ☐ **Pickup at Village Hall** ☐
Fax # or Email (if requested) _____

Please fax form back to Village of Monroe: Water Department at (845) 782-3006 OR email billingcontrolclerk@villageofmonroe.org.

(Office Use Only)
Final Reading Date: _____ *Period: From* _____ *To* _____ *TWU:* _____
Final Reading: _____ *Previous Reading:* _____ *Total Due:* _____