



The Jewel of the Chesapeake Bay
North Beach, Maryland

8916 Chesapeake Avenue | Post Office Box 99
North Beach, MD 20714

410.257.9618 | 301.855.6681
www.northbeachmd.org

FINAL WATER READING REQUEST FORM Water/Sewer Department

The following information is required TWO WEEKS in advance of scheduled closing date from the listing agent or homeowner for a private sale. Final readings are obtained one week prior to a confirmed closing date. There is a \$40.00 charge to create a final water bill and this charge is part of the final bill, in addition to the water consumption and quarterly service charges. Failure of a seller to notify the Water/Sewer Department of the change of ownership does not relieve the buyer of responsibility for any charges due to the Water/Sewer Department. All charges are against the property and liens may be instituted if necessary. Access to any property with an indoor water meter is required at least one week prior to closing. Please email this completed "Final Water Reading Request Form" to jhunt@northbeachmd.org.

TODAY'S DATE: _____ CLOSING DATE: _____

SERVICE ADDRESS: _____

DATE/TIME/CONTACT FOR INDOOR ACCESS IF REQUIRED: _____

BUYER'S NAME: _____

BUYER'S ADDRESS AFTER CLOSING: _____

BUYER'S PHONE NUMBER: _____ BUYER'S EMAIL: _____

SELLER'S NAME: _____ SELLER'S EMAIL: _____

AGENT'S NAME: _____ AGENT'S COMPANY: _____

AGENT'S PHONE NUMBER: _____ AGENT'S EMAIL ADDRESS: _____

TITLE COMPANY: _____ TITLE COMPANY CONTACT: _____

TITLE CO. PHONE NUMBER: _____ TITLE CO. EMAIL: _____

IF THE CLOSING DATE CHANGES OR THE SALE DOES NOT TAKE PLACE, PLEASE NOTIFY THE TOWN OF NORTH BEACH WATER DEPARTMENT AT 443-646-2418 AS SOON AS POSSIBLE.

FOR OFFICE USE ONLY

Account #	Date of Bill	Period Covered	Total Days	Meter Reading
_____	_____	_____/_____/_____	_____	_____/_____

Property Owner Confirmed: _____ Property Address Confirmed: _____

\$ _____ Estimated Bill Read Provided _____

\$ _____ Fee Signature _____

\$ _____ **GRAND TOTAL**