

TOWNSEND WATER DEPARTMENT
540 Main St., West Townsend, MA 01474
E-mail: water@townsendwater.org

FINAL READING FORM

Note: In response to the recent amendment to the TILA-RESPA Integrated Disclosure (TRID) rule, the Townsend Water Department requires final readings to be scheduled NO LESS THAN 48 hours (2 business days) prior to the closing date excluding weekends and holidays. Final meter readings will only be scheduled between the hours of 7:30 AM - 3:00 PM Monday - Friday. The Water Department must receive this form with ALL pertinent information needed prior to scheduling a final reading. This information can be brought to our office, mailed or emailed using the addresses above.

ACCOUNT#: _____ NAME: _____
ADDRESS: _____
PHONE AND EMAIL: _____

DEPARTMENT USE

_____	FINAL READING	_____	U/C	_____
_____	PREV READING	_____	ACT	_____
			ARRS	_____
	USED: _____		FRC	_____ \$75.00

TO BE FILLED OUT BY CURRENT OWNER, REALTOR, LISTING AGENT, OR ATTORNEY

NEW OWNER(S) NAME: _____
BILLING ADDRESS: _____
IF DIFFERENT THAN PROPERTY ADDRESS
Buyers cell phone #: _____
Buyers email: _____
CLOSING DATE: _____ REALTOR: _____
Phone: _____
Email: _____
CLOSING ATTORNEY CONTACT INFORMATION:
NAME: _____
PHONE: _____
EMAIL: _____

DEPARTMENT USE ONLY

- | | |
|--|---|
| <input type="checkbox"/> Reading Entered | <input type="checkbox"/> Recorded |
| <input type="checkbox"/> Bill Generated | <input type="checkbox"/> Account Transfer |
| <input type="checkbox"/> Bill Sent | <input type="checkbox"/> Transfer Packet |