

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 5 business days prior to the closing date excluding weekends and holidays. Final meter readings will only be scheduled between the hours of 9:00 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	_____

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 |