



TOWN OF MARBLEHEAD
Water and Sewer Commission
Meter Reading Request

To request a water meter reading for a real estate transfer, please complete this form and submit it to the Water and Sewer Commission **NO LATER THAN TEN (10) BUSINESS DAYS PRIOR TO THE CLOSING DATE**. The form can be delivered in person, faxed to 781 631-2670 or emailed to water@marbleheadma.gov.

The seller or seller's agent must call the water and sewer office to schedule an appointment for an inspection **well in advance of the closing, usually three or more weeks**. This will allow time for corrections to be made should the property not pass the inspection. Inspection appointments are limited and fill quickly. It is suggested that the inspection be scheduled as soon as the realtor receives the listing. (A person 18 years of age or older must accompany the water department inspector during the inspection.) No meter reading will be taken, and no final bill will be prepared until the meter and all connections pass inspection.

After the inspection is completed, a Water and Sewer Commission meter reader will take an electronic reading of the meter as close to the closing date as possible but no sooner than three days prior to the closing. (Any excessive water use between the date of the reading and date of the actual closing would be subject to adjudication between the parties to the transfer.) *All Real Estate Transfer Readings must be taken by a Water and Sewer Commission meter reader.* Readings taken by the seller(s), the sellers' agent or any other party will not be accepted.

After obtaining the reading, a Real Estate Transfer final bill will be prepared for the seller(s) or seller's agent. This will include the charges for water and sewer used since the last billing (the "unbilled" charges), any balance owed from the previous bill (the "billed" charges), a \$50 meter reading fee and a \$100 administrative fee. This will be the amount owed by the seller(s).

1. Seller must submit Meter Reading Request: **No later than ten (10) business days prior to closing**
 2. Seller must call to set up an appointment for an inspection: No later than fourteen (14) business days prior to the closing
 3. The water department will take electronic reading of meter: No earlier than three (3) business days prior to closing
 4. The water department will email the Real Estate Transfer final bill to seller or agent
 5. Seller or agent **must** return the Real Estate Transfer Confirmation form to the water department within five (5) business days after closing
- (No change in account ownership will be made until the Transfer Confirmation form is received by the Water and Sewer Commission.)

A water meter reading is requested for _____
Address of property

☐ Single-Family Residence ☐ Condominium ☐ Commercial ☐ Other _____
(Please Specify)

Date of Request _____ Date of Closing _____ Contact Phone # _____

Requested by _____ ☐ Seller ☐ Agent (_____) ☐ Other _____
AGENCY

Email Real Estate Transfer to _____ or Fax to _____ or ☐ Pick Up

Current Owner(s) _____

Buyer(s) _____

A request for a meter reading that is received less than seven (7) business days prior to the closing date will be subject to the following:
A Real Estate Transfer final bill with a flat \$500.00 charge and a \$100.00 administrative fee will be issued and is payable by the seller. The \$500.00 payment will be applied to the account and any balance or overpayment will be accrued to the buyer.)