



APPOINTMENT DATE _____

Account # _____

Total Amount Due \$ _____

**TOWN OF DUXBURY
WATER/SEWER DEPARTMENT
FINAL READ/PROPERTY TRANSFER**

1. The Water Department recommends having the realtor call to schedule the final water meter reading 2-3 days prior to the closing date. (Readings older than a week will not be accepted). The meter that must be read is located in the basement and all six digits from left to right are required for the final reading. When the Water Department sends an employee out to take the final reading, a service charge of \$40.00 will be added to the final bill.
2. In order for the Water Department to perform the reading, **someone over 18 must be home for us to gain access.**
3. Payments may be made at the Tax Office at 878 Tremont Street Monday 8am to 7pm, Tuesdays-Thursdays 8am to 4pm and Fridays 8am to 12:30 pm.

DATE CALLED _____ CLOSING DATE _____

CALLER'S NAME _____ PHONE # _____

COMPANY _____ FAX #/EMAIL _____

PROPERTY LOCATION ADDRESS: _____

PARCEL # _____ FINAL READ (6 #S) _____

CURRENT OWNER(S) _____ DISCOUNT? _____

NEW OWNER(S) _____ DISCOUNT? _____

MAILING ADDRESS _____

*****FINAL BILL CALCULATION*****

FINAL READ _____ - PREVIOUS READ _____ TAKEN ON _____

= _____ FINAL CONSUMPTION (IN THOUSANDS OF GALLONS)

FIRST 20,000 _____ x \$ 4.55 = \$ _____

20,001 – 60,000 _____ x \$ 5.83 = \$ _____

60,001 - 120,000 _____ x \$ 6.70 = \$ _____

120,001 + _____ x \$ 8.05 = \$ _____

Sub-total (Water Charges) \$ _____

SEWER CHARGES IF APPLICABLE \$ _____

BASE CHARGE \$40.00 OR \$20.00 (REGULAR OR SENIOR CITIZEN) \$ _____

FINAL READ AMOUNT \$ _____

SERVICE CHARGES (CHECK FOR METER REMOVAL) \$ _____

EXISTING BALANCE \$ _____

TOTAL DUE \$ _____

COMPLETED BY: _____

DATE: _____

DATE EMAILED TO REALTOR: _____