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### Final Water Bill Request Form

Date: \_\_\_\_\_  
Water and Sewer Account Number: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
\_\_\_\_\_

Final Read Information\*:  
Inside Read: \_\_\_\_\_  
Date Read Taken: \_\_\_\_\_  
Read Taken By: \_\_\_\_\_

\*residential only

Individual Requesting Final Read:  
Name: \_\_\_\_\_

Position: Landlord  Buyer  Seller  Real Estate Agent

Phone: \_\_\_\_\_

Individual's Signature: \_\_\_\_\_

Method of Delivery:  
Pick Up: \_\_\_\_\_  
Mail: \_\_\_\_\_  
\_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

New Owner's Name: \_\_\_\_\_

Closing Date or Date Property Vacated: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

***Please be advised that enrollment in automatic bill payment is immediately canceled once final bill is created; any previous balance on the final bill will still be automatically withdrawn if final bill is created within 48-72 hours of prior bill due date. Please call Treasury at (248) 474-5500 with any questions.***

For Internal Use Only:

Employee Accepting Final Bill Request: \_\_\_\_\_

Account Turned to Active Yes  No

Account Set Up Fee Charged Yes  No

ACH Status Updated (if applicable) Yes  No