

# MARBLEHEAD WATER AND SEWER COMMISSION



## THE FLOW N' GO

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### WHAT YOU NEED TO KNOW WHEN SELLING PROPERTY

If you are in the process of selling your property or are planning to sell your property, the Marblehead Water and Sewer Commission has established a process to assist with the transfer of the water and

sewer account. This includes an inspection of the property, a calculation of the water and sewer charges up to the time of the transfer, and the transfer of the account from the seller's name to the buyer's name.

### AN INSPECTION OF THE PROPERTY IS REQUIRED

An inspection by the water department of the property to be sold is required before any change of ownership is recognized by the Water and Sewer Commission. This applies to all real estate transfers, whether it be through a realtor, a private sale, or a transfer between family members.

The inspection assures all properties are in compliance with state and local regulations.

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, at three or more

weeks. This will allow time for any remedies to be made should the property not pass the inspection. Inspection appointments are limited and fill quickly. A person 18 years of age or older must accompany the water department inspector during the inspection.

(For realtors, it is suggested that the inspection be scheduled as soon as the realtor receives the listing. Inspections are good for one year from the date of inspection barring any new construction to the property.)

**No meter reading will be taken and no final bill will be prepared until the property passes inspection.**

### SELLER NEEDS TO REQUEST A 'FINAL METER READING'

Water and sewer accounts are 'attached' to the property and not to the individual property owner. When a transfer of ownership occurs the account is not closed as is done for other utilities. The account for that property is instead transferred into the name of the new owner. Any balance owed on that account after the transfer of ownership stays with the property and is the responsibility of the current (new) owner of the property.

For that reason, an adjustment is usually made at the closing to charge the seller for any water and sewer usage up to the time of

the transfer.

To prepare this adjustment, the seller or their agent must submit a *Meter Reading Request* form to the Commission no later than seven (7) days prior to the closing date. The form is available at the office or on the water and sewer website at [Marblehead.org/water](http://Marblehead.org/water).

The completed Meter Reading Request form can be returned in person, faxed to 781 631-2670, or emailed to [water@marblehead.org](mailto:water@marblehead.org). There is a \$25.00 meter reading fee that will be included on the Final Bill.

### A 'FINAL BILL' WILL BE PREPARED FOR THE CLOSING

When the Meter Reading Request is received, the Commission will take an electronic meter reading no earlier than three (3) days prior to the closing date.

A person does not need to be present at the property when the reading is taken.

### WHAT DO YOU WANT TO KNOW?

*The Flow N' Go*, now in its 11th year of publication, has provided our customers with useful and interesting information over the years. But there is so much more to know.

Is there something specific that you would like to see in a future issue? Do you have any questions that you would like answered? If so, email your request to [water@marblehead.org](mailto:water@marblehead.org) and we will do our best to include it in a future issue.

### Contact Information

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## SELLER WILL BE PROVIDED WITH A 'FINAL BILL' FOR CLOSING

Using the final meter reading, the Commission will prepare and provide the seller or seller's agent with a final bill one business day prior to the closing. This final bill will include the charges for water and sewer used since the last billing (the "unbilled" charges) as well as any balance owed from the previous bill (the "billed" charges). This will be the amount owed by the seller. (The \$25.00 Meter Reading Fee and a \$25.00 Administrative Fee will also be

included as part of the Final Bill.)

The "Total Owed by Seller", as indicated on the Final Bill, is then paid to the Commission at the office located on 100 Tower Way, Building 11. A stamped, dated receipt copy is given to the seller or their agent to take to the closing as proof of payment.

*(Final bill payments cannot be made on-line.)*

It is important to note that this Final Bill will not be provided until the

property passes the inspection. This is why it is imperative that the inspection be scheduled well enough in advance of the closing to allow time for corrections to be made if necessary.

Along with the stamped receipt, the seller or their agent will be given a blank *Real Estate Transfer Confirmation* form. This form should also be taken to the closing so that the appropriate signatures can be obtained.

## TRANSFER CONFIRMATION REQUIRED TO CHANGE ACCOUNT OWNERSHIP

The final step in any real estate transfer process is the completion of the Real Estate Transfer Confirmation form.

This blank form is provided to the seller or their agent with the Final Bill receipt and should be taken to the

closing for signatures. The form is also available on the water and sewer website.

The Real Estate Transfer Confirmation must be completed and signed by both the seller and buyer at the closing and returned to the Water and Sewer

Commission.

**It is important to note that the water and sewer account for that property will remain in the seller's name until such time as the signed form is received by the Commission.**

## WHAT ELSE DO YOU NEED TO DO? UPDATE YOUR ONLINE PAYMENT PROFILES

Once the Transfer Confirmation form has been received by the Water and Sewer Commission, the information on that account will be updated to reflect the new ownership of that property. Your work with the Water and Sewer Commission is completed.

But, if you move to another location in Marblehead and usually pay your water and sewer bill online, either using the Town's online payment system,

through your bank, or through some other automatic payment process, it is very important that you change the account number before you pay any future water and sewer bills.

Remember, water and sewer account numbers are assigned to the property and not to the owner. That means that the water and sewer account at your new residence will have a different account number.

If you don't update the account number before you make an online payment of your next bill, that payment will be credited to the water and sewer account for your previous residence.

Unless you want to pay the water and sewer bill for your former home as a housewarming gift for the new owners, make sure that you change your online profile to reflect the account number for your new location.

## QUICK REFERENCE FOR ANY REAL ESTATE TRANSFER CHECK-LIST



- ✓ **Schedule an inspection of the property with the Commission.** An inspection is required before a Final Bill is given or any change of ownership is recognized.
- ✓ **Submit a Meter Reading Request form.** Sellers must request a final reading of the water meter no later than seven days prior to the closing.
- ✓ **Pay the Final Bill.** Sellers will receive a final bill for the property. When paid, a stamped receipt will be given to take to the closing.
- ✓ **Confirm the transfer.** Return the signed Confirmation of Transfer form. This authorizes the Commission to change the account to the new owners.
- ✓ **Update online payment profile.** If staying in Marblehead, change your account number on any online payment systems.

Real estate transfer forms are available on the water and sewer website at [Marblehead.org/water-sewer-commission](http://Marblehead.org/water-sewer-commission) (under Real Estate Transfers).