



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 to the Water and Sewer Commission **NO LATER THAN SEVEN (7) DAYS PRIOR TO THE CLOSING DATE**. The form can be delivered in person, faxed to 781 631-2670 or emailed to water@marblehead.org.

The seller or the seller's agent must contact the Water and Sewer Commission office to set up an appointment for a representative of the water department to access the property to inspect the meter and irrigation system connection and any other connections, if applicable. A person 18 years of age or older must accompany the water department representative during the inspection. No reading will be taken until the meter and all connections pass inspection. The inspection should be scheduled for no later than five (5) days before the transfer but much earlier is preferred in case the property fails inspection and changes are required.

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 form 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 \$25 meter reading fee and a \$25 administrative fee. This will be the amount owed by the seller(s).

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1. Seller must submit Meter Reading Request: **No later than seven (7) days prior to closing**
 2. Seller must call to set up an appointment for an inspection: No later than five (5) days prior to the closing
 3. Water department will take electronic reading of meter: No earlier than three (3) days prior to closing
 4. Water department will email Real Estate Transfer form to seller or agent
 5. Seller or agent **must** return Confirmation of Transfer form to water department within five (5) 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) days prior to the closing date will not be honored. A Real Estate Transfer form with a flat \$500.00 charge and a \$25.00 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.)