

# FINAL WATER/SEWER BILL REQUEST FORM



Town of Lexington  
**WATER & SEWER BILLING**  
Lexington, MA 02420  
Phone (781) 274-8300  
Fax (781) 274-8385  
eracioppi@lexingtonma.gov  
etucker@lexingtonma.gov

## DATE OF CLOSING \_\_\_\_\_

Please provide the Water/Sewer Billing Office with the following information no less than 48 hours from the transfer of ownership. This time is needed to obtain the final read and process the final bill. The Town requires payment of the bill when the statement is picked up in the Treasurer's Office.

***Please make check payable to: Town of Lexington.***

### Processing of Request:

Water & Sewer Department  
201 Bedford Street  
Lexington MA 02420  
(781) 274-8300 Or (781) 274-8359

### Payments:

Treasurer's Office, 1<sup>st</sup> Floor  
1625 Massachusetts Avenue  
Lexington MA 02420  
(781) 862-0500 ext.84600

ADDRESS TO BE SOLD: \_\_\_\_\_  
PLEASE PRINT

SELLERS NAME(S): \_\_\_\_\_

SELLERS' FORWARDING ADDRESS: \_\_\_\_\_  
PLEASE PRINT

**BUYERS' NAME(S): – finals will not be completed without the name(s) of the buyer(s)**

BUYERS' TELEPHONE NUMBER AND MAILING ADDRESS IF DIFFERENT FROM ADDRESS ABOVE \_\_\_\_\_

DEVELOPER/ CONTRACTOR/BUILDER/REAL ESTATE AGENT/ATTORNEY BUYER OR SELLER (Circle one)  
REQUESTING THE FINAL BILL, COMPANY/CONTACT AND PHONE NUMBER \_\_\_\_\_

Please note: (1) If the Seller does not pay the amount due on the water and sewer account, this amount will become the responsibility of the New Property Owner. (2) If, within 7 days of the Final Water & Sewer Bill generation, the sale does not go through, notify the Water & Sewer Office to keep the bill in the seller's name.

### For office use only:

**Both Meters Will be Read from Inside by DPW Staff**

DOMESTIC METER READING

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IRRIGATION METER READING

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Meter #s: \_\_\_\_\_

Account Numbers: \_\_\_\_\_

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