



TOWN OF ARLINGTON

WATER AND SEWER DIVISION

51 Grove St, Arlington, Massachusetts 02476

FINAL BILLS ARE ONLY GENERATED TUES.- WED. - and THURS.

LAST MINUTE REQUESTS CANNOT BE ACCOMMODATED - NO EXCEPTIONS.

WE DO NOT ISSUE PAST DATED BILLS OR BILLS FOR LEASE BACK OR USE AND OCCUPANCY AGREEMENTS BETWEEN THE SELLER AND BUYER – NO EXCEPTIONS WILL BE MADE.

Final Water/Sewer Bills – Policy and Procedure

The Town of Arlington Water and Sewer Division will generate a Final Bill for the water/sewer usage for a property upon notification by the seller that the ownership of a residential or commercial property is scheduled to change. The owner or their representative must email the completed "**Final Water/Sewer Bill Request Form**" with the final water meter reading (including a picture of the reading from the water meter) for the property to the address below. **Change of ownership and/or address change may take more than one billing cycle.**

The form must contain all the required information to be processed. The Email address to submit the form is:
DPWFinalWaterBill@town.arlington.ma.us

The Processing Fee for the Final Bill is **\$15.00** and is added to the bill.

Payments: The payment can be settled at the closing and paid by certified check or closing attorney's check only. This final bill payment can also be mailed to the PO Box below or paid in person at the Tax Collectors office in Town Hall. Cash, Certified Checks or Personal Checks are accepted.

NO CREDIT CARDS.

Final Bill Payment

Office of the Tax Collector

Town of Arlington

PO Box 210

Arlington, MA 02476-0002

Please include the payment coupon from the Final Water and Sewer Bill and add the property address and account number on the memo line of the check.

Submit the request with a minimum of 7 business days before the document is needed for the closing (Business days are considered Monday to Friday 8:00 AM to 4:00 PM, excluding all holidays. An application received after 12:00 PM any day, is considered as received the next business day), read the water meter (usually located in the basement). Take a picture of the read and submit the image with your completed Final Water/Sewer Bill Request Form (how to read your meter instructions can be found in our website). The Final Bill is generated based on this meter reading.

TO AVOID DELAYS - If a meter or electronic reading device is not functioning, it must be replaced before a Final Bill can be issued. If an account has 0 or estimated reads in past bills, additional time may be required to review requests and adjust bills prior to the Final Bill. To avoid delays, please plan your request accordingly. Any request received after 12 Noon will be reviewed the following business day. No last minute requests will be accommodated – NO EXCEPTIONS

Contact the Water and Sewer Division at: (781) 316-3102 if you have any questions.

Once complete, the Final Bill will be emailed to the applicant.

If the closing does not occur or is rescheduled, notify the Water Dept. immediately to stop the moving process. A new request must be made, and a new \$15.00 fee will be applied for each rescheduled request.

If the Seller does not pay the amount due on the water and sewer account, it becomes the responsibility of the new property owner.

V.2.4.1.24



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FINAL WATER/SEWER BILL REQUEST FORM

Please PRINT CLEARLY and submit the COMPLETE form at least 7 BUSINESS DAYS before the document is needed for the closing, last minute requests cannot be accommodated. Incomplete requests could delay your closing. If the Seller does not pay the amount due on the water and sewer account, it becomes the responsibility of the new property owner. WE DO NOT ISSUE PAST DATED BILLS OR BILLS FOR LEASE BACK OR USE AND OCCUPANCY AGREEMENTS UNDER ANY CIRCUMSTANCES.

Account #: _____ Parcel Id #: _____

Date of Request: _____ Date Final Bill Needed: _____ Closing Date: _____

Property Address: _____

Meter Read: _____ (attach photo of meter showing read) Processing Fee: \$15.00 (will be added to the bill)

Property Type: Residential Commercial Mixed Use (select one)

Is new owner a Builder/Contractor/Developer? Y / N Will this be a demo/knock down/remodel? Y / N

Property Owner(s) Name: _____

Property Owner(s) Mailing Address: _____

Property Owner(s) Telephone: _____ Property Owner(s) Email: _____

Physical Forwarding Address: _____

NEW OWNER(S) BILLING INFORMATION (PLEASE PRINT CLEARLY & ACCURATELY)

New Owner(s) Name: _____

New Owner(s) Mailing Address (if different from new property address): _____

New Owner(s) Telephone: _____ New Owner(s) Email: _____

Realtor/Attorney Name: _____ Company: _____

Realtor/Attorney Email: _____ Realtor/Attorney Phone: _____

For Water Dept. Use Only:

Received On: _____	Meter # _____	MXU# _____	Replacement Y / N
Water Meter Readings: _____	Last Read Date: _____	Read: Customer or Water Dept. (Cir. One)	
Current _____	Previous _____	Usage (CCF Units of Water) _____	Account Balance _____
			Interest _____

Email completed Final Water Bill Request form to: DPWFinalWaterBill@town.arlington.ma.us Phone: 781-316-3102

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