



*****NEW*****

Please read

**Water and Sewer Finals and
Meter Change Out**

Finals are required when selling a house or commercial property. A final water reading is taken and a bill is created to finalize the old owner's usage of that account. Once a final is done the new owner's information is transferred to the account.

*****NEW INFORMATION – Please read*****

All finals will be scheduled for Tuesday and Thursday; (10am; 11am; 12pm; 1pm; 2pm) until the meter change out program is completed.

We will still do finals on Wednesday's with no meter change out. You will have to let the new owners know of their responsibility to have the meter changed out when they receive their post card.

****End of New Information****

A \$25/fee will be assessed for each scheduled final.

You must call the office three to four weeks prior to your closing date.

****** Finals with a meter change out:**

Appointments will be made on a first come first serve basis; and will be made every 1 hour.

At this time the current water meter will be replaced with a new meter. Please allow 1 hour for this appointment. The water will be turned off for at least 30 minutes to allow the meter to be replaced. The water meter needs to be fully accessible in a 5' radius.

When the final is requested we need to know exactly who will meet us out at the house the day of the final / meter replacement; and their phone number. The company (USI Services) that is replacing the meters will contact that person the day before the final is scheduled to remind them of the meter change out. A representative from the town of Billerica will also be out to the house during this meter change out. *****

Summer months are the busiest and final appointments fill up quickly; it is in the best interest of all parties to call as soon as you have a purchase and sale agreement.

When calling in for an appointment for a final, must have the following information available:

- Closing Date
- Property Location
- Forwarding address of old owner
- New Owner's name(s)
- Name and phone number to contact day of final
- What would you like us to do with the bill once completed
Fax; Email; Pickup; Mail (**ONE REQUEST PER FINAL**)

You will not be given a date and time until such information is relayed to the water billing office.

Someone over the age of 18 must be at the house at the time final is scheduled.

Finals will be ready on Friday mornings by 9:00am.

Acceptable forms of payments are: bank check, money order or cash

Failure to pay a final water and sewer bill will result on the unpaid balance remaining with the account; thereby leaving the new owners to pay the bill. The town is not responsible for tracking down the old owners for payment.

Failure to show up for the final will result in a \$27.00 missed appointment fee. You will be rescheduled at the next available date and time.

If your sale falls through please call this office to let us know to put the account back into the appropriate owner's name.