



# Town of Hampstead

## Final Water Reading Request Form



### ***Instructions:***

Please complete this form to request a final water read for a Hampstead property going to settlement. Final reads are normally provided the last business day before the settlement date. Any inaccuracies submitted in the information below may lead to delays in providing a final read. All fields are required.

Title Company Name: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Contact Person Phone Number: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

Property Address: \_\_\_\_\_

Settlement Date: \_\_\_\_\_

Previous Owner(s) Name: \_\_\_\_\_

New Owner(s) Name: \_\_\_\_\_

Will This Property Be The New Owner(s) Primary Residence?  Yes  No

If No, Billing Address of New Owner(s): \_\_\_\_\_

### **HAMPSTEAD TOWN STAFF USE ONLY**

Acct. #: \_\_\_\_\_

Final Read Date : \_\_\_\_\_

Contact County?  Yes  No

Meter Reading: \_\_\_\_\_

Consumption: \_\_\_\_\_

Open Water Charges: \_\_\_\_\_

Change Name in Edmunds?  Yes  No

Change Name in Access?  Yes  No

#### **If Primary Residence:**

New Resident Packet Mailed?  Yes  No

Trash Day: \_\_\_\_\_

#### **If Not Primary Residence:**

Rental Packet Mailed?  Yes  No

**Return completed form via email to [settlements@hampsteadmd.gov](mailto:settlements@hampsteadmd.gov) or via fax to (410) 239-6143.**