



FINAL WATER METER READING FEE SCHEDULE NAME CHANGE FORM

All Final Water Meter Readings must be requested 48 hours in advance of closing. If the Final Water Meter Readings are requested less than the 48 hours before the closing the expedited fees will be charged.

VILLAGE OF MENANDS FINAL WATER METER READING FEE SCHEDULE:

- Residential \$50.00
- Commercial \$100.00

VILLAGE OF MENANDS EXPEDITED FINAL WATER METER READING FEE SCHEDULE:

- Residential \$100.00
- Commercial \$200.00

INSTRUCTIONS:

1. Complete all information on the backside of this form.
2. Take a photo of the meter head.
 - a. The Water Meter is located in the basement of the home.
 - b. If the meter head does not show meter reading use a flashlight and the numbers will appear.
 - c. Email the photo to mjvredenburgh@menandsny.gov or dhanderhan@menandsny.gov.
3. Return the completed form to Menands Village Office at 280 Broadway, Menands, NY 12204. Or Email: mjvredenburgh@menandsny.gov or dhanderhan@menandsny.gov or Fax 518427-7303 Attn: Final Water Meter Reading.



FINAL WATER METER READING & NAME CHANGE FORM

Date of Closing: _____ SBL: _____

Property Address: _____

Final Meter Reading: _____ Date of Final Reading: _____

***A photo of the meter for the final reading is ideal; please email along with this completed form.**

☐ Private Home ☐ Rental Property ☐ Other _____

Lawyer's Name: _____ Phone Number: _____

Lawyer's Email: _____

Seller's Name(s): _____ Phone Number: _____

Seller's Billing Address: _____

Buyer's Name(s): _____ Phone Number: _____

Buyer's Billing Address (If different address): _____

Buyer's Email Address: _____

Please email this completed form to Treasurer Mary Jane Vredenburg, including a photo of the water meter at the time of the reading. The final water meter reading closing disclosure must be completed within 48 hours of the closing or **Expedited Fee will be applied.**

Note: The buyer's name and contact information must be provided to update billing information and for Police / Fire communications in the event of an emergency.

Email: mjvredenburg@menandsny.gov

Office: 518 434-2922

Fax: 518 427-7303 Attn: Water Change Form