



# 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 Deputy Clerk-Treasurer, Nicole Ognan, including a photo of the water meter at the time of the reading. The final water meter reading closing disclosure will be completed and returned to the sender of the completed form within two business days of receipt.

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

**Email:** [ognann@villageofmenands.com](mailto:ognann@villageofmenands.com)

**Office:** 518-434-2922

**Fax:** 518-427-7303 Attention: Nicole