



The Jewel of the Chesapeake Bay  
North Beach, Maryland

8916 Chesapeake Avenue | Post Office Box 99  
North Beach, MD 20714

410.257.9618 | 301.855.6681  
www.northbeachmd.org

### FINAL WATER READING REQUEST FORM Water/Sewer Department

The following information is required TWO WEEKS in advance of scheduled closing date from the listing agent or homeowner for a private sale. Final readings are obtained one week prior to a confirmed closing date. There is a \$40.00 charge to create a final water bill and this charge is part of the final bill, in addition to the water consumption and quarterly service charges. Failure of a seller to notify the Water/Sewer Department of the change of ownership does not relieve the buyer of responsibility for any charges due to the Water/Sewer Department. All charges are against the property and liens may be instituted if necessary. Access to any property with an indoor water meter is required at least one week prior to closing. Please email this completed "Final Water Reading Request Form" to [kosbourn@northbeachmd.org](mailto:kosbourn@northbeachmd.org).

TODAY'S DATE: \_\_\_\_\_ CLOSING DATE: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_

DATE/TIME/CONTACT FOR INDOOR ACCESS IF REQUIRED: \_\_\_\_\_

BUYER'S NAME: \_\_\_\_\_

BUYER'S MUST OBTAIN A BOX FROM THE POST OFFICE AND ADVISE THE TOWN IMMEDIATELY, UNLESS LOCATED IN BURNT OAKS OR SAN FRANCISCO BY THE BAY.

BUYER'S PHONE NUMBER: \_\_\_\_\_ BUYER'S EMAIL: \_\_\_\_\_

SELLER'S NAME: \_\_\_\_\_ SELLER'S EMAIL: \_\_\_\_\_

TITLE COMPANY: \_\_\_\_\_ TITLE COMPANY CONTACT: \_\_\_\_\_

TITLE CO. PHONE NUMBER: \_\_\_\_\_ TITLE CO. EMAIL: \_\_\_\_\_

IF THE CLOSING DATE CHANGES OR THE SALE DOES NOT TAKE PLACE, PLEASE NOTIFY THE TOWN OF NORTH BEACH WATER DEPARTMENT AT 443-646-2424 AS SOON AS POSSIBLE. PLEASE BE ADVISED THAT IN ORDER TO MAKE OWNERSHIP CHANGES, THE TOWN MUST RECEIVE A COPY OF THE SETTLEMENT SHEET THAT INCLUDES ALL PARTY SIGNATURES.

#### FOR OFFICE USE ONLY

Account #	Date of Bill	Period Covered	Total Days	Meter Reading
_____	_____	_____/_____/_____	_____	_____/_____

Property Owner Confirmed: \_\_\_\_\_ Property Address Confirmed: \_\_\_\_\_

\$ \_\_\_\_\_ Estimated Bill Read Provided \_\_\_\_\_

\$ \_\_\_\_\_ Fee Signature \_\_\_\_\_

\$ \_\_\_\_\_ **GRAND TOTAL**

## Selling or Buying a House in North Beach?



The Town of North Beach provides water/sewer services to all of its residents with a quarterly invoice that is mailed out in January, April, July and October. If you decide to sell your house, it is your responsibility to obtain a Final Water Read from us so that amount may be withheld in escrow at the time the sale takes place. You are responsible for the water/sewer usage up until the date of sale. It is also your responsibility to pass on to the Title Company that they must forward the water/sewer payment from escrow along with a copy of the Settlement Sheet, also known as the HUD-1. (This document provides us the legal documentation required to change ownership in our database)

As a resident of North Beach, it is very important that we have a current mailing address on file for you to receive the water/sewer bill. We also suggest that you sign up for text notifications and/or email notifications to be made aware of any emergencies in town that may have an effect on you or your property.

As a property owner in North Beach, if you decide on making your home a long- or short-term rental there are codes that must be followed along with licenses that must be obtained.

Our website [www.northbeachmd.org](http://www.northbeachmd.org) provides an abundance of information for everyone including contact information for each department. If you are unsure about who to contact, feel free to call the main number at Town Hall, press 1 and then press the number that corresponds to the staff member you are trying to reach.

Should the Town of North Beach find it imperative to speak with you with exhausting every other option to make contact, you may find a tag hanging on your door. Please don't always assume the worst; there is a possibility that we only need to update your mailing address.

As a kind gesture to a new neighbor or an existing neighbor not too up to date on technology, please share this information with them, we certainly appreciate it.



**QUESTIONS: 301.855.6681 / [WWW.NORTHBEACHMD.ORG](http://WWW.NORTHBEACHMD.ORG)**

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