



CITY OF NEW BALTIMORE  
36535 Green Street, New Baltimore, MI 48047  
*Water & Sewer Billing*  
Final Read Form

Please provide the Water/Sewer Billing Office with the following information **three days prior** to the transfer/closing of ownership. This time is needed to process the information in the billing system. If you have any questions please call the billing office at (586) 725-2151 ext. 111.

Email: [wmeldrum@cityofnewbaltimore.org](mailto:wmeldrum@cityofnewbaltimore.org)

Today's date \_\_\_\_\_ Closing date \_\_\_\_\_

Person requesting final \_\_\_\_\_ Phone # \_\_\_\_\_

Real Estate Agent Company \_\_\_\_\_ Phone # \_\_\_\_\_

Service address \_\_\_\_\_ Account # \_\_\_\_\_

Current owner \_\_\_\_\_ Phone # \_\_\_\_\_

Domestic meter read \_\_\_\_\_ Sprinkler meter read \_\_\_\_\_

Mail final to \_\_\_\_\_ Fax # \_\_\_\_\_

New owner and/or tenant name \_\_\_\_\_

Phone # \_\_\_\_\_

**Please note:** (1) If the bill shows a credit balance, the current owner must provide a **Forwarding Address** for a refund to be mailed. (2) If the current owner/mortgage company does not pay the amount due on the water and sewer account, this amount will become the responsibility of the **New Property Owner**. (3) Final water bills must be paid **within 30 days** of closing or the water service will be disconnected for nonpayment.