



REAL ESTATE CLOSING / ACCOUNT BALANCE PAYOFF REQUEST

City of Waterbury
Water and Sewer Utility Admin Division
210 Municipal Rd
Waterbury, CT 06708
Ph. (203) 574-8251 Fax (203) 346-2382
Email Utility@WaterburyCT.org

***** 72 Hour (3 Business Days) Notice Required *****

PLEASE CHECK PURPOSE FOR THIS CLOSING / ACCOUNT BALANCE PAYOFF REQUEST

MORTGAGE REFINANCE / PAYOFF PURPOSES ONLY (Final Meter Reading IS NOT Required)

PROPERTY TRANSFER / NEW OWNER (Final Meter Reading IS Required)

IS AN ACCOUNT HISTORY NEEDED **YES** **NO**

PROPERTY INFORMATION (Required for ALL Requests)

Date	Property Address
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CURRENT OWNER INFORMATION (Required for ALL Requests)

Company Name			
Last Name	First Name	Phone #	
Law Firm	Contact Name	Phone #	Fax #
Email Address	Notes		

PROPERTY TRANSFER / NEW OWNER INFORMATION (Required for ALL Property Transfers ONLY)

Company Name				
Last Name	First Name	Email Address		
Mailing Address	City	State	Zip Code	
Home Phone #	Cell Phone #	Fax #		
Date Of Closing	Law Firm Name	Contact Name		
Phone #	Fax #	Email Address		
Notes				

PLEASE READ CAREFULLY:

1. A final meter reading must be obtained to process a Real Estate Closing accurately. **Please be prepared to arrange access to the property if required by Water Department Personnel.**
2. Make checks payable to: **TAX COLLECTOR, CITY OF WATERBURY**
Mail check to: **210 MUNICIPAL ROAD, WATERBURY, CT 06708**
3. INTEREST WILL CONTINUE TO ACCRUE @ 1.5% MONTHLY ON OUTSTANDING BALANCE.
4. Please ensure all parties are informed of payments being made to avoid duplicate payments.

FOR WATER DEPARTMENT USE ONLY

GRAND TOTAL INCLUDING LIENS & OTHER FEES IF APPLICABLE \$	AS OF THIS DATE
Water Sewer Account #	Customer Service Representative
	Final Meter Read