



FINANCE DEPARTMENT
ACCOUNTANT, ASSESSORS, TREASURER/COLLECTOR

13 Ayer Road
Harvard, Massachusetts 01451-1458
Phone: (978) 456-4100 Fax: (978) 456-4113
www.harvard-ma.gov

TOWN OF HARVARD UTILITY BILLING
Closing Request form for Water and Sewer
Final readings are \$50.00 per reading and will be reflected on the Final Bill

****THIS REQUEST MUST BE SUBMITTED TEN (10) DAYS PRIOR TO CLOSING. READINGS WILL BE DONE AT THE DISCRETION OF THE DPW DIRECTOR.**

Date of Closing: _____

Service Location: _____ Account #: _____

Seller's Name _____

Requesting Authority:

Name of Closing Attorney _____ Date of Request: _____

Email: _____ Telephone Number: _____

Buyer's Name _____

Buyer's Billing Address _____

Buyer's Phone Number: _____ Buyer's Email: _____

Please include account number on check, *payable to:* Town of Harvard.
Mail payments to: Town of Harvard, 13 Ayer Road, Harvard, MA 01451

Once form is complete, please scan and send to assessingdept@harvard-ma.gov If you have any questions or concerns, please contact Carol Dearborn, Water Billing Specialist 978-456-4100x315.

*** The Town of Harvard is not responsible for any excess water and or sewer usage that occurs between the time of a final meter reading and transfer of property to the new owner. The excess water/sewer usage will have to be paid by the owner of record. If the closing date is moved beyond 10 calendar days of the original final billing, it is strongly recommended that you request a new final. ***

*****DEPARMENT USE ONLY*****

DATE OF FINAL READING: _____ **WATER:** _____ **SEWER:** _____ **BACK FLOW:** _____

READING: _____ **USAGE:** _____ **BILLED:** _____ **AMT Paid:** _____ **Date:** _____