



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: awelch@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 # _____

Pick up or email: _____

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.