



Town of New Windsor, MD

Neal C. Roop, Mayor
211 High Street P.O. Box 609
Phone: 410-635-6575 Fax: 410-635-2995
Email: dalban@newwindsormd.org

Request for Water Reading

Void fifteen (15) business days from reading date

INSTRUCTIONS:

1. Print or type the information requested in all sections of this form.
2. Write in the spaces provided the exact Property number, description & date.
3. This office will not be responsible for errors due to improper or incomplete description or property numbers.
4. Please allow a minimum of three (3) business days for a water reading.
5. Please notify the Town Office immediately if there are changes in the anticipated settlement date.

A second request form will have to be filled out for changes.

Water Account Number

Property Number/address

Current Owner

Name _____

Address _____

New Owner

Name _____

Address _____

PERSON REQUESTING READING:

Name _____
Address _____

Not a Town Service Area _____

Anticipated Settlement Date:
_____/_____/_____

Date _____

Return Fax # _____

Phone # _____

Signature _____

Last Reading: _____

Date _____

New Reading, _____

Date _____

Amount Due: _____