

Town of New Windsor, MD

Neal C. Roop, Mayor

209 High Street P. O. Box 609

Phone 410-635-6575 * Fax 410-635-2995

Email: info@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 _____

Meter Number _____

Amount Due: _____