

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

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Current Owner

New Owner

Name: _____

Name: _____

Address: _____

Address: _____

PERSON REQUESTING READING:

Anticipated Settlement Date:

Name: _____

Address: _____

Date: _____

Email: _____

Return Fax #: _____

Signature: _____

Last Reading: _____

Date: _____

New Reading: _____

Date: _____

Meter Number: _____

Amount Due: _____