



www.harwichwater.com

Town of Harwich  
**Water Department**  
 196 Chatham Road  
 Harwich MA 02645  
 Ph: 508-432-0304  
 Digital Fax: 888-774-3557  
 Fax: 508-430-7520

## TRANSFER REQUEST FORM FOR FINAL WATER INVOICE

| TRANSFER REQUEST FORM  |  |
|--|--|
| SELLER'S INFORMATION   | BUYER'S INFORMATION  |
| Name: _____  | Name 1: _____  |
| Location: _____  | Name 2: _____  |
| Agent: _____   | Mail To Address: _____   |
| Agency: _____  | City/State/Zip: _____  |
| Phone: _____   | Phone: _____   |
| Fax No: <u>Or</u> _____  | Cell Phone: _____  |
| Email for Final Invoice: _____   | Closing Date: _____  |
| <b>Transfer Fee: \$ \$80.00</b>  |  |
| Swimming Pool on property? _____   | Date Received: _____   |
| Irrigation System on property? _____   | Amount Received: _____<br><small style="text-align: right;">OFFICE USE ONLY:</small>   |
| Will home be used seasonally? _____  | Rec'd By Initials: _____<br><small style="text-align: right;">OFFICE USE ONLY:</small> |
| <p>Please forward completed Transfer Request Form along with <u>prepaid \$80 Transfer Fee</u> by check made payable to the Town of Harwich and submitted to:<br/> <b>Harwich Water Department, 196 Chatham Road, Harwich MA 02645.</b><br/>           Note: Transfer requests require a minimum notice of 10 business days.<br/> <b>If the property is a <u>foreclosure</u>, call the dept. to set up an appointment so that we can obtain a visual reading.</b></p> |  |

OFFICE USE ONLY:

| FINAL WATER INVOICE / REMITTANCE   |                         |
|--|-------------------------|
| HWD PROCESSING   | FINAL WATER INVOICE     |
| Account No: _____  | Past Due: _____         |
| Read Date: _____   | Seasonal: _____         |
| Processed By Initials: _____   | Previous Reading: _____ |
| Welcome Packet Sent? _____   | Current Reading: _____  |
| Date Faxed/Emailed: _____  | Usage in Gallons: _____ |
| Book/Cycle: _____  | <b>Amount Due: \$</b>   |
| <small>Final water invoice amount due is not pro-rated. The parties involved may choose to pro-rate the water amount based on a 180 day billing cycle.</small> |                         |

Please forward Final Water Invoice Remittance and amount due by check made payable to the Town of Harwich and submit to: **Town of Harwich, Tax Collector, 732 Main Street, Harwich MA 02645.**