



www.harwichwater.com

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

## TRANSFER REQUEST FORM FOR FINAL WATER INVOICE

SELLER INFORMATION	BUYER INFORMATION
Name: _____	Name 1: _____
Location: _____	Name 2: _____
Requestor: _____	Mailing Address: _____
Agency: _____	_____
Phone: _____	City/State/Zip: _____
FINAL INVOICE DELIVERY METHOD: <input type="checkbox"/> FAX <input type="checkbox"/> EMAIL	_____
Fax No: _____	Phone: (required) _____
Email: _____	Cell Phone: _____
*Closing Date: _____	Email: _____

Transfer fee: <b>\$80.00 (Prepaid)</b>	Is there Irrigation at property? YES <input type="checkbox"/> NO <input type="checkbox"/>
Is this property a foreclosure? YES <input type="checkbox"/> NO <input type="checkbox"/>	Is property currently occupied? YES <input type="checkbox"/> NO <input type="checkbox"/>

**\*TRANSFER DISCLOSURE:**  
 THE REQUESTING PARTY AGREES TO NOTIFY THE HARWICH WATER DEPARTMENT IN THE EVENT OF A CHANGE TO THE CLOSING DATE OR IF THE PROPERTY DOES NOT TRANSFER OWNERSHIP. THE DEPARTMENT WILL NOT BE HELD RESPONSIBLE FOR ANY CHANGES TO THE FINAL BILLABLE AMOUNT OR OTHERWISE IF THE DEPARTMENT IS NOT NOTIFIED.

Please submit completed Transfer Request Form along with prepaid \$80 Transfer Fee made payable to the Town of Harwich to: Harwich Water Department, 196 Chatham Road, Harwich, MA 02645.  
 Note: Transfer requests require a minimum notice of **10 business days**.  
**If the property is a foreclosure, call the dept. to set up an appointment so that we can obtain a visual read.**

### OFFICE USE ONLY

Transfer Fee Paid By: _____	Payment Method: _____
Account Number: _____	Last Read & Date: _____
Seller ID Number: _____	Present Read: _____
Scheduled Read Date: _____	Total Usage: _____
Seasonal Service? YES <input type="checkbox"/> NO <input type="checkbox"/>	Total Due: _____
Packet Sent? YES <input type="checkbox"/> NO <input type="checkbox"/>	Date Faxed/Emailed: _____
Service Tight Member? YES <input type="checkbox"/> NO <input type="checkbox"/>	Processed By: _____