



HARWICH WATER DEPARTMENT

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Memo

To: To Whom It May Concern
Date: 12/29/08
Re: Policy Change Regarding Transfers/Final Water Invoices

In order to address the confusion expressed by buyers, sellers, attorneys and realtors regarding the closing transfer fee, the department has modified its policy regarding property transfers for the Town of Harwich. **This policy will take place on 12/31/08.** All closing requests after this date must follow the new policy.

1. The Harwich Water Department requires a two week, or 10 business days, ***minimum*** notice for all transfer requests.
2. At the time of request, please provide the buyer's name, mailing address, and phone number. A Transfer Request Form is attached, make copies as needed. The form can also be downloaded from our website <http://www.harwichwater.com>.
3. If a closing date should change, please notify the HWD as soon as possible so that we may reschedule the final read, as it may change the amount of the final water invoice. Failure to notify us should the closing date change, may result in additional administrative fees being assessed onto the final water invoice.
4. The water amount listed on the final water invoice is not pro-rated. The parties involved may choose to pro-rate the water based on a 180 day billing cycle.
5. **The \$80 transfer fee must be paid in advance by check and sent to the address listed above, or a request can be made in person at the Water Department office if a rush request is needed.**

We appreciate your cooperation with our Department in adhering to our policies and we look forward to working with you.