



# Water and/or Sewer Service & Billing Transfer of Ownership Form



**ACCOUNTS MUST BE PAID IN FULL BEFORE TRANSFER**

Are you requesting a closing meter read?                      YES                      NO

If, YES who is requesting the reading?      Existing Owner                      New Owner

If, NO who is responsible for the final month's balance?      Existing Owner                      New Owner

**For a closing read follow steps 1, 2 and 3. If no closing read is needed fill out rest of form to transfer account.**

- 1) Please return completed form to [jbreunig@newshorehamri.gov](mailto:jbreunig@newshorehamri.gov) at least 2 weeks prior to requested meter read date.
- 2) There is a \$100.00 fee for a closing read that is due before the reading date. Check should be made out to: Block Island Water Company.
- 3) Accounts may not be transferred mid-month. A pro-rated amount will be sent to the existing owner via email provided

### Current Account #:

#### 1. Property Information

**Plat:**                      **Lot:**                      **Sublot:**                      **Fire #:**                      **Street:**

#### 2. Existing Account Holder/Owner

**Name on Account:**

**Billing Address:**

**Email:**

**Phone:**

**Date of Closing:**

#### 3. New Account Holder/Owner

**Name:**

**Billing Address:**

**Email:**

**Phone:**