



## Water Department

1 Vine Street, P.O. Box 456 Keeseville, NY 12944

518-834-9042 [www.chesterfieldny.gov](http://www.chesterfieldny.gov)

### PROPERTY TRANSFER FORM

This document is to be filled out by the purchaser of a property that is within the Town of Chesterfield Water District or the Port Kent Water District. Upon closing and transfer of property, the new owner is required to submit this completed form. Our quarterly billing dates for the water are in March, June, September and December. The purchaser needs to notify the billing clerk by the first of these months in order to ensure that the seller does not receive future mailings. Any unpaid water tax will be levied on the following years land taxes effective November 1.

If you have any questions, please reach out to Laura at (518)834-9042 ext. 2 or via email at [clerk.chesterfield@gmail.com](mailto:clerk.chesterfield@gmail.com). Completed forms can be emailed, dropped off in person or mailed through USPS.

**Please Print clearly**

Date of purchase \_\_\_\_\_

Address \_\_\_\_\_

Sellers name \_\_\_\_\_

Purchasers name \_\_\_\_\_

Purchasers Billing address \_\_\_\_\_

Purchasers phone number \_\_\_\_\_

Purchasers email (only if you would like email billing) \_\_\_\_\_

Purchaser's Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **FOR OFFICE USE ONLY**

Account # \_\_\_\_\_

Tax map # \_\_\_\_\_

**Initials** \_\_\_\_\_

**Date Processed** \_\_\_\_\_

Supervisor Barber . Councilman Mitchell . Councilman Gload . Councilman Blaise. Councilman Casey [www.chesterfieldny.gov](http://www.chesterfieldny.gov)