



Water Department

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

518-834-9042 www.chesterfieldny.com

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. 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 _____

Purchaser's Signature _____ Date _____

FOR OFFICE USE ONLY

Account # _____

Tax map # _____

Initials _____

Date Processed _____

Supervisor Barber . Councilman Mitchell . Councilman Gload . Councilman Klages . Councilman Casey www.chesterfieldny.com