



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



The following procedure must be followed if a meter reading is requested for a property transfer:

- 1) John Breunig, Superintendent of the Water Company, must be in receipt of this form two (2) weeks prior to the requested reading date. Send to biwater@new-shoreham.com.
- 2) A check in the amount of \$100.00 must accompany this form. Check should be made out to: Block Island Water Company.

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:

- ❖ A reading will be sent to Utility Billing and a prorated amount will be provided by email to the address provided in Section 2 of this form. Accounts may not be transferred mid-month. The account **must have a zero balance** to be transferred for the next billing cycle.
- ❖ **IF A METER READING IS NOT REQUIRED**, please fill in Sections 1 & 3, scan and email to utilitybilling@new-shoreham.com. Please indicate here who will be responsible for balances associated with the month in which the transfer will take place here _____.