



## Property Sale Final Billing & Transfer Request Form FOR METERED & FLAT RATE CUSTOMERS

Date: \_\_\_\_\_

Closing Date: \_\_\_\_\_

Address of Property being sold: \_\_\_\_\_

Vendor(s): \_\_\_\_\_ Purchaser(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vendor(s) Contact #: \_\_\_\_\_

Does the **Purchaser** have a mailing address different from the above property address?

No  Yes: \_\_\_\_\_

Law Firm: \_\_\_\_\_

Requested By: \_\_\_\_\_

Phone No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

The Town of Woodstock shall email the information to the email provided above unless alternative method is requested.

Please note there is a fee of fifty dollars (\$50) for Property Sale Transfers.

Please allow 2-3 business days to process your request. Same-day requests may be accommodated if time permits.

Please note the lawyer requesting the Property Sale Transfer shall be invoiced by the Town of Woodstock.

### **FOR METERED PROPERTIES ONLY:**

When can we read the meter? \_\_\_\_\_

Who do we contact to access the property? \_\_\_\_\_

***NOTE: ALL WATER METERS ARE LOCATED INSIDE THE PROPERTY***

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For Town Office Use Only

Meter Reading: \_\_\_\_\_

O/S Balance: \_\_\_\_\_

Water: \_\_\_\_\_

Previous Reading: \_\_\_\_\_

Account No.: \_\_\_\_\_

Sewer: \_\_\_\_\_  
Meter: \_\_\_\_\_