

CITY OF HAGERSTOWN BILLING & CUSTOMER SERVICE  
1 E FRANKLIN STREET, HAGERSTOWN, MD 21740  
Phone: 301-790-4160 – Fax: 301-739-4028  
CUSTOMERSERVICE@HAGERSTOWNMD.ORG

DATE: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

SETTLEMENT CO., ATTORNEY, ETC.: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

SELLER: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

SETTLEMENT DATE: \_\_\_\_\_

BILLING CYCLE FROM: \_\_\_\_\_ TO \_\_\_\_\_

NEXT BILLING CYCLE: \_\_\_\_\_ TO \_\_\_\_\_

\_\_\_ WATER \_\_\_ WATER (FIXED) \_\_\_ SEWER \_\_\_ SEWER (FIXED) \_\_\_ LANDFILL \_\_\_ MD BAY FUND \_\_\_ DEBT SERVICE

NEW OWNER (BANK / OTHER, IF FORECLOSURE): \_\_\_\_\_

LAST 4 OF NEW OWNER'S SS# AND/OR TAX ID: \_\_\_\_\_ PHONE #: \_\_\_\_\_

LAST 4 OF NEW OWNER'S SS# AND/OR TAX ID: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

If not residing at property, please ensure you provide the CORRECT BILLING ADDRESS.

SALE  FORECLOSURE  REFINANCE

PAST DUE AMOUNT:	
CURRENT CHARGES:	
FINAL READ FEE:	
TOTAL AMOUNT DUE:	

**\*\*\*IF PAYMENT IS NOT RECEIVED WITHIN 60 DAYS FROM THE SETTLEMENT DATE ON THIS FORM, WATER SERVICE IS SUBJECT TO TERMINATION WITHOUT NOTICE\*\*\***

A FINAL BILL, INCLUDING A \$30 FINAL READ FEE, IS INCLUDED IN THIS FAX/EMAIL. THIS BILL MAY INCLUDE THE CURRENT AMOUNT, PLUS USAGE TO THE DATE OF SETTLEMENT.

The City of Hagerstown must have at least 3 business days to process this request and obtain a final read. The City will not be held responsible for leaks resulting in high consumption. If settlement is postponed or cancelled, it is the settlement company/attorney responsibility to notify us with a written notice via email or fax. For each additional reading taken, it is an additional \$30 fee. Any billing discrepancies or errors as a result of postponement or cancellation will become sole responsibility of the settlement Company or attorney. The \$30 final read fee will still be charged in the event of a cancellation of settlement.