

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