

Final Meter Reading Request

To request a final water meter reading for a real estate transfer, please complete this form and submit to the Franconia Water Department no earlier than 14 days and no later than 7 days prior to the date of the closing. The form can be delivered in person to our office at the Franconia Town Hall, or emailed to waterdept@franconianh.org.

The Franconia Water Department will take an electronic reading of the meter as close to the closing date as possible but no sooner than three (3) days prior to the closing. (Any excessive water use between the date of the reading and date of the actual closing would be subject to adjudication between the parties to the transfer.) All final water meter reads must be taken by the Franconia Water Department. Readings taken by the seller(s), the sellers' agent or any other party will not be accepted.

After obtaining the reading, a detailed final bill will be prepared for the seller(s) or seller's agent. This will include the charges for water used since the last billing, the prorated Access Fee (meter fee), the prorated endpoint fee and any balance owed from previous bills. This will be the amount owed by the seller(s).

In addition, a \$50 final read administrative fee will be applied.

The Franconia Water Department will email the Final Read Bill, including the administrative fee, to the seller(s) or agent. It is the responsibility of the Seller(s) or closing agents to properly file change of deed. (No change in water account ownership will be made until the Registry of Deeds has received the updated information.)

PLEASE COMPLETE THE INFORMATION BELOW

A final water meter reading is requested for:

Address of property _____

Property Seller's Name: _____

Date Request Needed: _____ Date of Closing: _____

Purchasers Name: _____ Purchasers Phone: _____

Purchasers Address: _____

Purchasers Email: _____

Requested by (Seller or Agency): _____

Contact Phone #: _____

Contact Email: _____