CITY OF HAGERSTOWN BILLING & SUPPORT SERVICES
1 E FRANKLIN STREET, HAGERSTOWN, MD 21740
Phone: 301-790-4160
Email: PROPERTYSETTLEMENT@HAGERSTOWNMD.ORG

DATE: _____   CONTACT NAME: _____

SETTLEMENT CO., ATTORNEY, ETC.: _____

PHONE: _____   EMAIL(preferred)/FAX: _____

SALE _____   FORECLOSURE _____   BANKRUPTCY _____

SELLER: _____

PROPERTY ADDRESS: _____

SETTLEMENT DATE: _____

NEW OWNER (BANK / OTHER, IF FORECLOSURE) _____

LAST 4 OF NEW OWNER SS# AND/OR TAX ID: _____   PHONE #(REQ): _____

LAST 4 OF NEW OWNER SS# AND/OR TAX ID: _____   PHONE #(REQ): _____

ADDRESS: _____

_____

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

IF PAYMENT IS NOT RECEIVED WITHIN 30 DAYS FROM THE SETTLEMENT DATE ON THIS FORM, WATER SERVICE IS SUBJECT TO TERMINATION WITHOUT NOTICE

A FINAL BILL, INCLUDING A $50 FINAL READ FEE, WILL BE SENT BACK TO YOU. 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 prior to the settlement date to process this request and obtain a final read. Final bills are only issued on Tuesdays and Thursdays. Due to high volume of requests, we recommend holding escrow for settlements until final bills can be returned. 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 $50 fee. Any billing discrepancies or errors as a result of postponement or cancellation are sole responsibility of the settlement company/attorney. The $50 final read fee will still be charged in the event of a cancellation of settlement.

_____**EVERYTHING BELOW THIS LINE FOR BILLING OFFICE USE ONLY**_____

BILLING CYCLE FROM: _____   TO   _____

NEXT BILLING CYCLE: _____   TO   _____

| ___ WATER | ___ WATER (FIXED) | ___ SEWER | ___ SEWER (FIXED) | ___ LANDFILL | ___ MD BAY FUND | ___ DEBT SERVICE | ___ STORMWATER FEE |

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