



# WESTCHESTER JOINT WATER WORKS

## REQUEST FOR FINAL READ

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

ACCOUNT # (IF KNOWN): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

NAME of CURRENT OWNER/TENANT (please circle one) \_\_\_\_\_

IN ORDER TO SCHEDULE A FINAL READING, WE NEED AT LEAST THREE (3) FULL BUSINESS DAYS' NOTICE AND ONE (1) DAY TO PREPARE THE FINAL BILL. A FEE OF **\$65.00** WILL BE ADDED TO THE BILL IF WE DO NOT HAVE THE REQUIRED ADVANCE NOTICE.

FINAL READ DATE REQUESTED: \_\_\_\_\_ CLOSING DATE: \_\_\_\_\_

UNLESS OTHERWISE AGREED TO, SOMEONE MUST BE AVAILABLE TO ALLOW THE WESTCHESTER JOINT WATER WORKS (WJWW) ACCESS TO THE METER BEING READ.

APPOINTMENTS ARE SCHEDULED DURING THE FOLLOWING TIME SLOTS. PLEASE SELECT THE TIME WINDOW YOU PREFER. THE WJWW WILL MAKE EVERY EFFORT TO ACCOMMODATE YOUR REQUEST.

7:30-8:00am       8:30-9:00am       9:00am-12:00pm       1:00pm-3:00pm

NEW OWNERS'/TENANTS' NAME, (please circle one) \_\_\_\_\_

ADDRESS OR FAX# WHERE FINAL BILL WILL GO: \_\_\_\_\_

THE NAME OF THE PERSON ORDERING THE FINAL READ (IF DIFFERENT FROM THE OWNER/TENANT) \_\_\_\_\_

ARE YOU A REALTOR?      \_\_\_\_\_ YES      \_\_\_\_\_ NO

PLEASE PROVIDE A CONTACT NUMBER SO THAT WE MAY REACH YOU.

1625 MAMARONECK AVENUE

MAMARONECK, NY 10543

(914) 698-3500

**PLEASE FAX COMPLETED FORM TO (914) 381-0349**