

**KENT COUNTY WATER AUTHORITY
CLOSING FORM**

SEE INSTRUCTIONS ON BACK

PROPERTY ADDRESS: _____ _____ _____ SELLERS NAME: _____ _____ <small>THE CUSTOMER NAME, BILLING AND MAILING ADDRESS WILL CHANGE TO THE NEW OWNER UPON PROCESSING OF THIS FORM. KCWA MUST BE ADVISED IN WRITING IF THE CLOSING DOES NOT TRANSPIRE.</small> BUYERS NAME: _____ _____ MAILING ADDRESS: <i>If the buyer will not be living at the property.</i> _____ _____ CUSTOMER PHONE #: _____ _____	CLOSING DATE: _____ _____ REALTOR/ATTORNEY/INDIVIDUAL PROVIDING FINAL METER READING NAME: _____ ADDRESS: _____ PHONE#: _____ FAX#: _____ EMAIL: _____ _____ PLEASE INDICATE TYPE OF RESPONSE MAIL <input type="checkbox"/> FAX <input type="checkbox"/> PICK UP <input type="checkbox"/> EMAIL <input type="checkbox"/>
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ACCOUNT #: _____
 METER READING: _____
 READING DATE: _____

The above reading should be as close to the actual closing date as possible

COMMERCIAL: YES* NO

* SUBJECT TO 7% SALES TAX UNLESS EXEMPTION CERTIFICATE IS PROVIDED

CONDOMINIUM ASSOCIATION YES NO

(EACH UNIT OWNED BY DIFFERENT OWNERS)

KCWA USE ONLY	
LAST READING: _____	
CONSUMPTION: _____	
BALANCE FORWARD** _____	SEPARATE SERVICE:
DATE OF LAST BILL: _____	YES <input type="checkbox"/> NO <input type="checkbox"/> See attached letter
ADDITIONAL CHARGES SINCE DATE OF LAST BILL: _____	ADDITIONAL INFORMATION: _____
WATER CONSUMPTION: _____	_____
WATER PROTECTION: _____	_____
OTHER CHARGES: _____	_____
TOTAL CHARGES DUE BY SELLER: _____	

***Confirm that the seller has not previously paid the balance forward**

Notice of Disclaimer

Kent County Water Authority is not responsible for identifying other accounts associated with the real estate account number in question nor for ensuring the correctness of the information contained on any request submitted, including verification of account number. KCWA will make no adjustments to any accounts due to inaccurate meter readings provided by the requesting party or due to failure to identify all accounts associated with a particular parcel of real estate. The new owner will be held liable for any and all outstanding amounts due to the Kent County Water Authority for the account identified and others found later to exist. If such amounts are not paid at the closing, they will transfer to the new owner at the time the sale is closed.

Fill out applicable sections of Closing Form and submit a minimum of seven (7) days prior to anticipated closing date.

- 1) Mail to: Kent County Water Authority, P. O. Box 192, West Warwick, RI 02893-0192
- 2) Drop off at our office located at 1072 Main Street, West Warwick, RI
- 3) Fax to (401) 823-4810
- 4) E-mail to closings@kentcountywater.org
- 5) You must provide self-addressed, stamped envelope if your closing information is to be return mailed to the requesting party.

Instruction for reading water meters:

- 1) Meters are generally located in the basement where the water line comes into the foundation of the building.
- 2) If a building is located 100 feet or more from the street, there is a possibility that the meter is located in a meter pit that may be found six (6) feet from the property line.

Non-digital Water Meter



- 1) Read meter from left to right just like a odometer in a car.
- 2) Include all digits on meter and any stationary 0's to the right if applicable.

Digital Water Meters



- 1) RF # - 10 Digit number on register.
- 2) Shine a flashlight on the register.
- 3) Wait approximately 1 minute for reading to appear.
- 4) Consumption Reading will consist of 10 digits.
- 5) Read all digits including 0's.
- 6) Do not read the screen that reflects rate of water.