

**KENT COUNTY WATER AUTHORITY
PROPERTY SALE WATER SERVICE CLOSING
INFORMATION FORM**

(SEE INSTRUCTIONS ON BACK)

SELLERS NAME: _____		<u>REALTOR/ATTORNEY/INDIVIDUAL PROVIDING FINAL METER READING</u>	
PROPERTY ADDRESS: _____		NAME: _____	
PROPOSED CLOSING DATE: _____		ADDRESS: _____	
		TELEPHONE# _____	
		FAX# _____	
		E-MAIL ADDRESS _____	
CONDOMINIUM ASSOCIATION YES <input type="checkbox"/> NO <input type="checkbox"/>			
(EACH UNIT OWNED BY DIFFERENT OWNERS)			
PURCHASER: _____		PLEASE INDICATE TYPE OF RESPONSE:	
MAILING ADDRESS: _____		PICK UP <input type="checkbox"/> FAX <input type="checkbox"/> E-MAIL <input type="checkbox"/> MAIL <input type="checkbox"/>	
IF PURCHASER WILL NOT LIVE AT PROPERTY _____		PLEASE BE ADVISED THAT CUSTOMER NAME, BILLING AND MAILING ADDRESS WILL CHANGE TO NEW OWNER UPON PROCESSING OF THIS FORM. KCWA MUST BE	
CUSTOMER PHONE # _____			

CLOSING METER READING

ACCOUNT/SERVICE NUMBER: _____	METER READING: _____
RF NUMBER ON DIGITAL REGISTER: _____	READING DATE: _____
ACCOUNT/SERVICE NUMBER: _____	METER READING: _____
RF NUMBER ON DIGITAL REGISTER: _____	READING DATE: _____
COMMERCIAL: <input type="checkbox"/> YES* <input type="checkbox"/> NO	NAME OF PERSON WHO OBTAINED METER READ: _____
* SUBJECT TO 7% SALES TAX UNLESS EXEMPTION CERTIFICATE IS PROVIDED	SIGNATURE: _____

KCWA USE ONLY

OUTSTANDING QUARTERLY BILLING CHARGE: _____	SEPARATE SERVICE: NO <input type="checkbox"/> SEE ATTACHED LETTER YES <input type="checkbox"/>
DATE OF LAST BILL: _____	
ADDITIONAL CHARGES SINCE DATE OF LAST BILL:	ADDITIONAL INFORMATION _____ _____ _____
WATER CONSUMPTION: _____	
WATER PROTECTION: _____	
OTHER CHARGES: _____	
TOTAL CHARGES DUE BY SELLER: _____	

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) business days prior to anticipated closing date.

- 1) [E-mail to closings@kentcountywater.org](mailto:closings@kentcountywater.org) - Put property address in the subject line
- 2) Drop off at our office located at 1072 Main Street, West Warwick, RI
- 3) Fax to (401) 823-4810
- 4) Mail to: Kent County Water Authority, P. O. Box 192, West Warwick, RI 02893-0192
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 Meter



- 1) RF # - 9 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 9 digits.
- 5) Read all digits including 0's.
- 6) Do not read the screen that reflects rate of water.

- 3) Some Commercial/Industrial customers will have a compound meter which will be equipped with 2 registers. Please indicate both in the meter reading blocks on the form.