

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

**(SEE INSTRUCTIONS ON BACK)**

SELLERS NAME: _____ _____ _____ PROPERTY ADDRESS: _____ _____ _____ PROPOSED CLOSING DATE: _____ CONDOMINIUM ASSOCIATION      YES <input type="checkbox"/> NO <input type="checkbox"/> (EACH UNIT OWNED BY DIFFERENT OWNERS)	<p align="center"><u>REALTOR/ATTORNEY/INDIVIDUAL PROVIDING FINAL METER READING</u></p> NAME: _____ ADDRESS: _____ _____ TELEPHONE# _____ FAX# _____ E-MAIL ADDRESS _____ _____ _____ _____
PURCHASER: _____ _____ MAILING ADDRESS: _____ IF PURCHASER WILL NOT LIVE AT PROPERTY _____ CUSTOMER PHONE # _____	PLEASE INDICATE TYPE OF RESPONSE: PICK UP <input type="checkbox"/> FAX <input type="checkbox"/> E-MAIL <input type="checkbox"/> MAIL <input type="checkbox"/> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">                     PLEASE BE ADVISED THAT CUSTOMER NAME, BILLING AND MAILING ADDRESS                      WILL CHANGE TO NEW OWNER UPON PROCESSING OF THIS FORM. KCWA MUST BE                      ADVISED IN WRITING IF CLOSING DOES NOT TRANSPIRE.                 </div>

**CLOSING METER READING**

ACCOUNT/SERVICE NUMBER: _____ RF NUMBER ON DIGITAL REGISTER: _____	METER READING: _____ READING DATE: _____
ACCOUNT/SERVICE NUMBER: _____ RF NUMBER ON DIGITAL REGISTER: _____	METER READING: _____ READING DATE: _____

COMMERCIAL:       **YES\***       **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* : _____ DATE OF LAST BILL: _____ ADDITIONAL CHARGES SINCE DATE OF LAST BILL: WATER CONSUMPTION: _____ WATER PROTECTION: _____ OTHER CHARGES: _____ <b>TOTAL CHARGES DUE                  BY SELLER:</b> _____	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p align="center"><b>SEPARATE SERVICE:</b></p> <p align="center">NO    <input type="checkbox"/>    SEE ATTACHED LETTER</p> <p align="center">YES    <input type="checkbox"/></p> </div> <p align="center"><b>ADDITIONAL INFORMATION</b></p> _____ _____
--	--

**\*Confirm seller has not paid outstanding quarterly billing charge**

**Notice of Disclaimer**  
 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.