

KENT COUNTY WATER AUTHORITY

CLOSING FORM

Property Address: _____	Account #: _____
Closing Date: _____	

Sellers name: _____	Buyers name: _____
Sellers new address: _____	Mailing Address: _____
_____	_____
Sellers Phone #: _____	Phone#: _____
_____	Email: _____

SELLERS INFORMATION MUST BE PROVIDED

THE ACCOUNT INFORMATION WILL CHANGE UPON
PROCESSING OF THIS FORM. KCWA MUST BE ADVISED IN
WRITING IF THE CLOSING DOES NOT TRANSPIRE.

REALTOR / ATTORNEY PROVIDING FINAL METER READING

Name: _____	Final meter reading: _____
Company: _____	Final reading date: _____
_____	_____
Address: _____	<i>The above final reading should be as close to the actual closing date as possible</i>
Phone #: _____	
Email: _____	

Commercial Property: YES* ☐ NO ☐ Condominium association: YES ☐ NO ☐

*Subject to 7% sales tax unless exemption certificate is provided

KCWA USE ONLY

Separate Service: YES ☐ NO ☐ If no, leave door tags and send letter to both properties

Service Line Type	Copper	Lead	Galvanized	Unknown
KCWA - Public	☐	☐	☐	☐
Private	☐	☐	☐	☐

*If unknown is selected for either side,
an appointment is required before
closing can be finalized*

KCWA Employee: _____

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, 35 Technology Way, West Greenwich, RI 02817
- 2) Drop off at our office located at 35 Technology Way, West Greenwich, RI 02817
- 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.