



# TOWN OF TEWKSBURY

TOWN HALL  
11 TOWN HALL AVE.  
TEWKSBURY, MASSACHUSETTS 01876



## OFFICE OF TREASURER/COLLECTOR

978-640-4340  
Fax: 978-851-4190

### FINAL WATER/SEWER FY 2017

A final water/sewer read is required when selling a house or commercial property.

Beginning July 1, 2016 a final water/sewer bill will no longer be generated based on the receipt of a Municipal Lien Certificate. Final water reads are done on Wednesday and must be received by noon on Wednesday. This request can be submitted by fax (978-851-4190) or email (finalub@teWKsbury-ma.gov). The cost of a final is \$25 (per meter) and will be reflected in the bill generated by water billing. The form required is enclosed herein and can be located on the town's website: [www.teWKsbury-ma.gov](http://www.teWKsbury-ma.gov) under the Tax Collector tab.

It is in the best interest of all parties to request a final water/sewer read as soon as you have a purchase and sales agreement. The following information is required:

**Closing Date**

**Type property: residential or commercial**

**UB Account #**

**Property Location: address and parcel ID**

**Prior homeowner name/phone with forwarding address**

**Buyers name and phone**

Finals will be done the Wednesday prior to the closing date, unless otherwise noted. Finals will be ready for pick up on Thursday morning at 11 Town Hall Ave, Tewksbury, MA by the requestor or the homeowner. Finals can be faxed if number was provided.

**IMPORTANT NOTE:** Finals will remain with the UB account and become the new homeowner's responsibility if left unpaid.



# OFFICE OF THE TAX COLLECTOR

11 Town Hall Ave.  
Tewksbury, MA 01876

EMAIL or FAX REQUEST TO:  
978-851-4190 FAX  
[finalub@tewbury-ma.gov](mailto:finalub@tewbury-ma.gov)

## FINAL WATER/SEWER REQUEST

UB Account # \_\_\_\_\_ (provided by homeowner)

Property Type \_\_\_\_\_

Date of Request \_\_\_\_\_

Property Address/Parcel ID \_\_\_\_\_

Seller(s) Name \_\_\_\_\_

Forwarding address \_\_\_\_\_

Buyer(s) Name/Phone \_\_\_\_\_

Closing Date \_\_\_\_\_

**Final will be done the Wednesday prior to closing date unless otherwise noted**

Requested by:     Realtor                       Attorney                       Homeowner

Name \_\_\_\_\_

Phone \_\_\_\_\_

Check One:     pick up @ 11 Town Hall Ave, Tewksbury, MA

FAX # \_\_\_\_\_

Fee:                      **\$25 (per meter)**  
fee is included in the final bill generated by water billing

**IMPORTANT NOTE: Finals will remain with the UB account and become the new homeowner's responsibility if left unpaid.**

FINALS DONE ON WEDNESDAY ONLY  
MUST BE RECEIVED BY NOON WEDNESDAY  
FINALS CAN BE PICKED UP ON THURSDAY MORNING OR WILL BE FAXED IF NUMBER WAS PROVIDED