



**Town of Saugerties
Water and Wastewater**
PO Box 177 • 234 Hudson Street
Glasco, New York 12432



Water Districts

Glasco Water
Malden Water
Kings Highway Water
Bluestone Park Water

Mark Resso, Superintendent

Sewer Districts

Barclay Heights Sewer
Glasco Sewer
Malden Sewer
Kings Highway Sewer

TEL: (845) 246-8671 • FAX: (845) 246-3150

Final Read Request Form

→ All instructions and requirements must be adhered to. Final reads are done Monday through Friday (excluding holidays), we require a **minimum of 4 business days notice before closing**. Final read worksheet must be **completely filled** out and faxed to 845-246-3150, before a final bill will be issued.

*****Important: please note that all accounts processed for a final bill must be paid in full at time of closing. Payment must be received within 10 business days of closing. If payment is not received, a 10% penalty will be applied.**

Current Property Owner(s):

Name: _____

Property Address: _____

SBL#: _____ Acct # (if known): _____

Phone #: _____ Email (if known): _____

New Owner(s) Information: *MANDATORY REQUIREMENT*****

Name: _____

Name: _____

Address: **(New Mailing)** _____

Phone # 1: _____ Phone # 2: _____

Email (if known): _____

Business Name: _____

Address: _____

Business Phone # : _____

New Owner(s) Attorney's Name & Number: _____

Agency Requesting Final Bill:

Name: _____

Contact: _____ Email: _____

Phone #: _____ Fax #: _____

Closing Date and Time: _____

Fax Final Bill to (Name & Number): _____

→ If after your review, you have any questions, please contact the office at 845-246-8671 or email Michele at mhaines@saugertiesny.gov