



Town of Saugerties Water and Wastewater

234 Hudson Street
Glasco, New York 12432



Water Districts

Glasco Water
Malden Water
Kings Highway Water
Bluestone Park Water

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

Sewer Districts

Barclay Heights Sewer
Glasco Sewer
Malden Sewer
Kings Highway Sewer

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 John at jhanzl@saugertiesny.gov