

Town of Longmeadow, Massachusetts
Transfer of Property Form for Foreclosures and Closings
Department of Public Works – Water and Sewer Division
170 Dwight Road, Longmeadow, MA 01106
Phone: (413) 567-3400 / Fax: (413) 567-9018
E-Mail: publicworks@longmeadow.org

This form is used to switch over account owner information. Please notify this office if a closing has changed or has been cancelled.

Today's Date _____

Seller's Name(s) _____

Longmeadow Address _____

Realty Company & Realtor _____

Phone/Email _____

Seller's Attorney _____

Phone/Email _____

Buyer's Attorney _____

Phone/Email _____

Closing date of the real estate property is: _____

Buyer's Name(s) _____

Please include first and last name(s) and also include billing address if different than above.

Authorized Signature _____

Signature is to be seller, real estate agent, or attorney.

Important Information

- The current water rate is \$3.59.
- The current sewer rate is \$2.70. Sewer usage charges are based on water consumption with a residential sewer cut off of 220 HCF per fiscal year.
- Final reads will be done on the following days unless otherwise requested:
 - For Monday closings, reads will be done the Thursday prior.
 - For Tuesday closings, reads will be done the Friday prior.
 - For Wednesday and Thursday closings, reads will be done Monday of the same week.
 - For Friday closings, reads will be done Tuesday of the same week.
- Final bills will be e-mailed directly to the attorneys listed above.
- **Effective immediately, seller's usage will be paid directly to the town and will no longer be issued as an adjustment unless otherwise agreed upon between parties.**
 - **Effective August 21st, 2017 the Water and Sewer Commission (Select Board) voted to apply a standard fee of \$25.00 for all final meter reads with three or more days' notice. Any requests received with less than three days' notice will be charged a fee of \$75.00. The seller of the property is responsible for this fee unless otherwise agreed upon between parties.**

For DPW use only:

Request received on:

Meter to be read on:
