



CITY OF SARATOGA SPRINGS

UTILITIES DEPARTMENT
Department of Public Works
474 Broadway-RM 12
Saratoga Springs, New York 12866

JASON GOLUB
COMMISSIONER

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MICHAEL VEITCH
BUSINESS MANAGER

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FINAL WATER METER READING REQUEST

READING DATE NEEDED: _____ CLOSING ON: _____

TAX MAP NO.: _____

SELLER NAME(S): _____

SERVICE ADDRESS: _____

SELLER'S ATTORNEY/AGENT NAME: _____

CONTACT PERSON: _____

ATTORNEY/AGENT PHONE NUMBER: _____

ATTORNEY/AGENT EMAIL: _____

PURCHASER INFORMATION (IF KNOWN):

NAME(S): _____

BILLING ADDRESS (IF DIFFERENT THAN SERVICE ADDRESS):

PHONE NO.: _____

EMAIL: _____

****Final water meter reading must be requested by the seller/representative as there is a one-time charge for this request****

OFFICE USE ONLY:
 FINAL FEE
 CALENDAR
 CREATE WORK ORDER
 EMAILED TO LAWYER
 UPDATE INFO
 CLOSE WORK ORDER
 ATTACH TO ACCOUNT