



TOWN OF SHREWSBURY

Richard D. Carney Municipal Office Building
100 Maple Avenue
Shrewsbury, Massachusetts 01545-5338

UTILITY BILLING

Closing Request form for Water and Sewer

This form supersedes any other previous forms. (Effective 3-2020)

INSTRUCTIONS

- Please submit a request five (5) days prior to closing
- To be completed by Seller's Closing Attorney
- Email completed form to watersewer@shrewsburyma.gov
- For questions, please call the DPW Department at **508-841-8506**
- In the event a meter reading can not be established remotely, the Water Department may need to gain access to the interior meter. A representative of the Shrewsbury Water and Sewer Department will notify the attorney if this is required.

Attorney: _____

Date of Request: _____

Fax #: _____ Phone #: _____

Closing Date: _____

Email: _____

SELLER'S INFORMATION *REQUIRED*

Property Location: _____ Plate/Lot/Unit _____

Seller's Name: _____

Seller's Forwarding Address: _____

City, State, Zipcode: _____

BUYER'S INFORMATION *REQUIRED*

Note: Please advise the buyer to contact the Shrewsbury Water & Sewer Department to verify billing information. Attorney please notify the Shrewsbury Water & Sewer Department if closing is postponed or cancelled as soon as possible.

Buyer's Name: _____

Address for Billing (*after closing*): _____

City, State, Zipcode: _____ Phone #: _____