Office of the
Dept. of Public Works

TELEPHONE: (508) 841-8502
dpwsupport@shrewsburyma.gov

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) business days prior to closing
- To be completed by Seller's Closing Attorney
- Email completed form to dpwsupport@shrewsburyma.gov
- For questions, please call the DPW Department at 508-841-8502
- 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 #: _____