

Carroll County Government
Bureau of Accounting / Utilities
 225 North Center Street Room #308, Westminster MD 21157
 Phone # 410-386-2000 or 888-302-8978 ext. 2000
FAX 410-840-8932

Request for Final Water and Sewer Reading

This form must be filled out and submitted for all property transfers in election districts: 2-0, 5-0, 5-1, 7-0, 8-0, 8-1, and 14-0.

Instructions

- ❖ Type or legibly print all information requested on this form.
- ❖ We will not be responsible for errors due to improper or incomplete descriptions.
- ❖ Please submit this request at least three business days before settlement date.
- ❖ Please notify us immediately if the anticipated settlement date changes.
- ❖ Person requesting reading will be contacted the day before settlement with amount due.
- ❖ A final water/sewer transfer sheet will be issued from Water & Sewer Department, and to be paid at Tax Office at time of recording.

Property Tax Account #	Water & Sewer Account #	Subdivision Name

Property Description or Property Address

Current Owner/Seller	New Owner/Buyer
Name _____	_____
Address _____ _____	_____

Company/Person Requesting Reading	Anticipated Settlement Date
Name _____	_____ / _____ / _____
Company _____	
Address _____ _____	Date of Request
	_____ / _____ / _____
Phone _____	Signature
FAX _____	_____