



# CITY OF SARATOGA SPRINGS

UTILITIES DEPARTMENT  
Department of Public Works  
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DEPUTY COMMISSIONER

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BUSINESS MANAGER

LEIGHA O'CONNOR  
EXECUTIVE ASSISTANT

## 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