

ROBERT G. CASSILLY  
County Executive

ROBERT S. McCORD  
Director of Administration



ROBERT F. SANDLASS, JR.  
Treasurer

## SETTLEMENT REQUEST FOR FINAL BILL

**\*\*\*REQUESTOR COMPLETE THIS SECTION ONLY\*\*\***

Property Tax ID: \_\_\_\_\_ Settlement Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Property Address: \_\_\_\_\_  
\_\_\_\_\_

Seller Name(s): \_\_\_\_\_  
\_\_\_\_\_

Buyer Name(s) (exactly as it will appear on deed):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will the buyer owner occupy this property: ☐ Yes ☐ No

Buyer Mail Address: ☐ Same as residence ☐ Other (add address below)  
\_\_\_\_\_  
\_\_\_\_\_

Requested By (Full Company Name):  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Contact Person (Full Name): \_\_\_\_\_

Email Bill To: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<<<<<< INTERNAL USE ONLY >>>>>>

DATE REQUEST RECEIVED \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ REQUEST VALIDATED ☐ CALL LOGGED

ACCT# \_\_\_\_\_

Customer #: \_\_\_\_\_ Route \_\_\_\_\_

MA/GR Premise: \_\_\_\_\_

☐ WATER ONLY ☐ SEWER ONLY ☐ BOTH

☐ ACTIVE ☐ Disconnected \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ PAP ☐ Bankruptcy ☐ Tax Sale

Last Billed \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ BACK OUT BILL

Billing Cycle \_\_\_\_\_ ☐ Remove From Batch ☐ Suppress

\*\*\*\*\* FINAL/CHARGES \*\*\*\*\*

☐ Confirmed Move In# \_\_\_\_\_ ☐ Meter

\$ \_\_\_\_\_ DWD \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Per WO# \_\_\_\_\_

RDG \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ Bill Emailed ☐ Bill Mailed ☐ Charges Noted on Acct

Note: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Deed Thru: \_\_\_\_/\_\_\_\_/\_\_\_\_ W&S: \_\_\_\_/\_\_\_\_/\_\_\_\_

- A **\$50.00 final reading charge** is added to the final bill for each reading conducted.
- Final bill may only be requested by title company agent or law firm. For questions call Water/Sewer billing at 410-638-3311.
- All final bills require at least 24 hours turnaround time. Requests can be submitted up to 30 days before settlement. For requests received more than 24 hours before settlement, we will confirm the day before settlement.
- Final readings are completed on the day of settlement and final bill is emailed by 5 pm, or as soon as it is available.
- Requests are processed as stated above; errors, or form alterations, can result in delays in processing this request or filing of deed.
- Please notify us at the email address below if any change is needed to your original request.

\*\*\*\*EMAIL COMPLETED FORM TO [HarfordWS@harfordcountymd.gov](mailto:HarfordWS@harfordcountymd.gov)\*\*\*\*

*Harford County Celebrates 250 Years ~ 1773-2023*

410.638.3314 | 410.879.2000 | TTY Maryland Relay 711 | [www.harfordcountymd.gov](http://www.harfordcountymd.gov)

220 South Main Street, Bel Air, Maryland 21014

THIS DOCUMENT IS AVAILABLE IN ALTERNATIVE FORMAT UPON REQUEST