

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****

Harford County Celebrates 250 Years ~ 1773-2023

410.638.3314 | 410.879.2000 | TTY Maryland Relay 711 | www.harfordcountymd.gov

220 South Main Street, Bel Air, Maryland 21014

THIS DOCUMENT IS AVAILABLE IN ALTERNATIVE FORMAT UPON REQUEST