



## TOWN OF PROVINCETOWN WATER DEPARTMENT

### **REAL ESTATE TRANSFERS –**

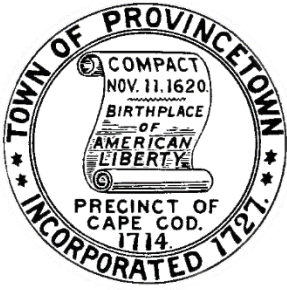
#### ***Policy for obtaining a final Water & Sewer bill when a property is sold***

Water and sewer accounts are attached to the actual property, not the individual owner(s). Upon transfer of ownership the existing account is not closed; once the signed certificate is returned to the Water Department the account is transferred to the name of the new owner(s). Any outstanding balance on the account after the transfer of ownership occurs belongs to the property and is therefore the responsibility of the current owner.

Provincetown Water Department will calculate the water usage (and sewer usage if applicable) from the last billing cycle meter reading until the date of the reading for real estate transfer. A REAL ESTATE TRANSFER CERTIFICATE will be provided for the seller or the seller's agent that will include the charges for water (and sewer if applicable) used since the last billing cycle, plus any additional unpaid balances from prior billing cycles. A Real Estate Transfer Request Form must be submitted 12 to 14 days prior to the scheduled closing date. Transfer certificates are only valid for 30 days. Each certificate requires a \$25.00 fee that must be paid upon request of the final meter reading.

#### **Process for Real Estate Transfer:**

- 1. A Real Estate Transfer application is filled out and returned to the Water Department. The \$25.00 must be paid upon each request.**
- 2. A technician will perform a final meter reading.**
- 3. A Real Estate Transfer Certificate is produced and provided to the seller or the seller's agent.**
- 4. Applicant is notified once the certificate(s) are available to be picked up at DPW/Water Department office.**
- 5. *\*\*A copy of the certificate must be returned to the Water Department in order to change the owner information on the account\*\****



**TOWN OF PROVINCETOWN  
DEPARTMENT OF PUBLIC WORKS – Water Department**

**Real Estate Transfer Information Checklist**

Your name:	
Your agency name:	
Your phone number:	
Your email address:	
Certificate(s) - upon completion: to be picked-up: to be delivered to mailing address: to be sent to email address:	
Seller's legal name:	
Service street address: (including unit number)	
Buyer's legal name:	
Buyer's billing address: (street, city, state, and zip code)	
Buyer's phones: (cell, home, local)	
Expected closing date:	
Fee enclosed: (\$25.00 per water or sewer service)	

**Town of Provincetown – Water Dept**  
 2 Mayflower Street, Room 74  
**Mail:** 260 Commercial Street  
 Provincetown, Massachusetts 02657  
 Phone: (508) 487-7060 Fax: (508) 487-4675

**Office use only:**

	<i>Water</i>	<i>Sewer</i>
Current Balance/Date		
Current Reading/Date		
Prior Reading/Date		