

FINAL WATER BILL INFORMATION

Department of Public Works
Charter Township of Plymouth



WHAT IS A FINAL WATER BILL?

A final water bill separates the previous property owner from the new property owner and ensures that the seller and purchaser are paying for applicable water, sewer and solid waste services up to the agreed upon date of closing.

WHY DO I NEED A FINAL WATER BILL?

Water accounts are attached to an address, not an individual, and it is therefore important to clear an account when a property is sold. Without a final bill at closing, the purchaser becomes responsible for any outstanding balance on the account.

HOW DO I GET A FINAL WATER BILL?

1. The property owner, landlord, tenant or selling agent reads the inside water meter as described below.
2. Confirm location of the green 64 gallon recycling cart. Provide picture of cart serial # for verification. **RESIDENTIAL CUSTOMERS ONLY**
3. The property owner, landlord, tenant or selling agent completes a Final Water Bill Request form and submits it as indicated on the form.
4. The Water Billing Department processes the final bill after receiving all necessary information. The bill is faxed, mailed, emailed or held for pick up at the Treasurer's Department as requested.

WHERE IS MY WATER METER LOCATED?

Residential water meters are installed in the basement, usually along the wall where the water pipe enter the premises. If the building does not have a basement then the meter may be installed in a laundry room or other location allowed by Township Ordinance.

Commercial water meters are installed in an area close to the main water line.

If you cannot find your water meter, call the Department of Public Works at 734-354-3270 to see if our records include the meter's location.

HOW DO I READ MY WATER METER?

If your meter looks like this...



Write down the digits on the face of the meter starting from left to right. Include all the zeros and the stationary digit at the end which is painted on. ***In total there should be seven (7) digits.***

If your meter looks like this...



Shine a light in the small opening to the right of the word "ARB" to make the digits on the face of the meter appear. Write them down starting from left to right. Stop at the decimal point. ***In total there should be seven (7) digits.***

FINAL WATER BILL REQUEST

Department of Public Works
Charter Township of Plymouth



Allow a minimum of 48 hours from date of receipt for processing.

Property Address: _____

Property Owner: _____ Phone: _____

☐ Building/House Sold ☐ Tenant Moving Out ☐ Tenant Moving In ☐ On Auto Pay Plan please complete auto pay cancellation form

Meter Information: It is required that we have the read from the meter located INSIDE your home. Do NOT use any numbers from outside of the home. To verify the proper read, please take a picture of the meter read making sure that the numbers are legible to submit with this form **within 48 hours of moving out.**

Inside Meter Read: Date read taken: _____
Must be seven (7) digits

Check one:

I am the ☐ Seller ☐ Purchaser ☐ Realtor ☐ Landlord ☐ Incoming Tenant ☐ Outgoing Tenant

I attest that I read the meter found inside the building and this is a true and accurate read for final bill calculations. ATTACH A PICTURE OF THE METER AND METER READ FOR VERIFICATION.

Signature: _____ Date: _____

Print name: _____ Phone: _____

Residential: Is the recycling cart on site? ☐ Yes ☐ No **Attach a picture of cart serial # for verification.**
If the cart is not on site there will be a charge of \$65.00 added to the final water bill.

PLYMOUTH TOWNSHIP WILL NOT REFUND OVER-PAYMENTS. To prevent duplicate payment, only one (1) copy of the final bill is issued.

House/Building Sold:

Title Co. Holding Escrow: _____

Phone: _____ Fax: _____ Email: _____

If you are the real estate agent and would like to be copied on the Title Co. email only:

Agent name: _____ Phone: _____ Email: _____

Tenants/Landlords check option below:

☐ Mail final to: Name _____
Complete Address _____

☐ Fax final to: Name _____ Fax no: _____

☐ Email final to: Name _____ Email: _____

☐ Pick up at the Treasurer's department. Please notify me at _____ when final is ready.

Mail this form to: Water Billing, Plymouth Township, 9955 N. Haggerty, Plymouth MI 48170

-OR- Fax to: Water Billing Department 734-453-4793

-OR- Email to: waterbilling@plymouthtp.org

FOR OFFICE USE ONLY

Account #: _____ Meter Size: _____ Zone: _____ Charge ☐ SWD ☐ WTUA ☐ ACH off

Comments: _____

Months charged to seller: _____ Months: _____

Faxed: _____ Emailed: _____ Mailed: _____ Sent to Treasurer: _____ ☐ Title co. notice sent with final

Months charged to purchaser: _____ Months: _____ ☐ Billing On: _____