

# Real Estate Property Closing / Final Statement Request

*All fields are required before we can issue a closing/final statement.*

**Please call the DPW 508-966-5816 to request a final meter read. Appointment should be made between 3 and 10 day prior to the closing date - no exceptions.**

Closing Date

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Property Address

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Property is (circle):

*vacant*

*occupied*

Seller(s) Name

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Seller(s) Phone

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Buyer(s) Name

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*Phone number will be verified upon receipt. Providing a false number or the agent's*

*number will not be accepted and delay the closing process.*

Will the buyer occupy the premises: YES or NO

*If no, billing address:*

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Requestor's name

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Requestor's phone

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Send statement to (email)

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**Trash/Recycling Bins stay with the property.**

**Cost of missing bin(s) will be added to closing statement.**

**Transfer fee of \$25 will be added to the closing statement**

Return by email : DPWOffice @BellinghamMA.org

***If closing is delayed, please notify the DPW immediately.***

OFFICE USE ONLY:

ACCT #: \_\_\_\_\_ BILLING CYCLE: \_\_\_\_\_ METER READ: \_\_\_\_\_