

Real Estate Property Closing / Final Statement Request

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

Completed forms should be submitted no earlier than 10 days prior to the closing date.

Closing Date _____

Property Address _____

Property is (circle): *vacant* *occupied* _____

Seller(s) Name _____

Seller(s) Phone _____

Buyer(s) Name _____

Buyer(s) Phone _____

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: _____

Requestor 's name _____

Requestor's phone _____

Send statement to (email) _____

Please provide picture of meter with all dials or digits clearly visible.

Trash/Recycling Bins stay with the property. Email pictures of all bins showing serial numbers. \$75 for each missing bin will be added to closing statement.

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

Additional \$30 fee for appt to read meter (if needed)

Return by email : DPWOffice @BellinghamMA.org

If closing is delayed, please notify the DPW immediately.

OFFICE USE ONLY:

ACCT #: _____ BILLING CYCLE: _____ METER READ: _____