



# Town of New Windsor, MD

Neal C. Roop, Mayor  
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## Request for Water Reading

Void fifteen (15) business days from reading date

### INSTRUCTIONS:

1. Print or type the information requested in all sections of this form.
2. Write in the spaces provided the exact Property number, description & date.
3. This office will not be responsible for errors due to improper or incomplete description or property numbers.
4. Please allow a minimum of three (3) business days for a water reading.
5. Please notify the Town Office immediately if there are changes in the anticipated settlement date.

A second request form will have to be filled out for changes.

Water Account Number

Property Number/address

Current Owner

Name \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_

New Owner

Name \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_

PERSON REQUESTING READING:

Name \_\_\_\_\_  
Address \_\_\_\_\_

Not a Town Service Area \_\_\_\_\_  
\_\_\_\_\_

Anticipated Settlement Date:  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date \_\_\_\_\_

Return Fax # \_\_\_\_\_

Phone # \_\_\_\_\_

Signature \_\_\_\_\_

Last Reading: \_\_\_\_\_

Date \_\_\_\_\_

New Reading, \_\_\_\_\_

Date \_\_\_\_\_

Amount Due: \_\_\_\_\_