



**FINANCE DEPARTMENT**  
**ACCOUNTANT, ASSESSORS, TREASURER/COLLECTOR**

13 Ayer Road  
Harvard, Massachusetts 01451-1458  
Phone: (978) 456-4100 Fax: (978) 456-4113  
[www.harvard-ma.gov](http://www.harvard-ma.gov)

**TOWN OF HARVARD UTILITY BILLING**

Closing Request form for Water and Sewer

**Final readings are \$50.00 per reading and will be reflected on the Final Bill**

**\*\*THIS REQUEST MUST BE SUBMITTED TEN (10) DAYS PRIOR TO CLOSING. READINGS WILL  
BE DONE AT THE DISCRETION OF THE DPW DIRECTOR.**

Date of Closing: \_\_\_\_\_

Service Location: \_\_\_\_\_ Account #: \_\_\_\_\_

Seller's Name \_\_\_\_\_

**Requesting Authority:**

Name of Closing Attorney \_\_\_\_\_ Date of Request: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Buyer's Name \_\_\_\_\_

Buyer's Billing Address \_\_\_\_\_

Buyer's Phone Number: \_\_\_\_\_ Buyer's Email: \_\_\_\_\_

Please include account number on check, ***payable to:*** Town of Harvard.  
***Mail payments to:*** Town of Harvard, 13 Ayer Road, Harvard, MA 01451

Once form is complete, please scan and send to [assessingdept@harvard-ma.gov](mailto:assessingdept@harvard-ma.gov) If you have any questions or concerns, please contact Carol Dearborn, Water Billing Specialist 978-456-4100x315.

\*\*\* The Town of Harvard is not responsible for any excess water and or sewer usage that occurs between the time of a final meter reading and transfer of property to the new owner. The excess water/sewer usage will have to be paid by the owner of record. If the closing date is moved beyond 10 calendar days of the original final billing, it is strongly recommended that you request a new final. \*\*\*

**\*\*\*DEPARMENT USE ONLY\*\*\***

**DATE OF FINAL READING:** \_\_\_\_\_ **WATER:** \_\_\_\_\_ **SEWER:** \_\_\_\_\_ **BACK FLOW:** \_\_\_\_\_

**READING:** \_\_\_\_\_ **USAGE:** \_\_\_\_\_ **BILLED:** \_\_\_\_\_ **AMT Paid:** \_\_\_\_\_ **Date:** \_\_\_\_\_