



# MDC Property Closing

## Account Information Request Form

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

**Section 1:** Property Location: \_\_\_\_\_ Town: \_\_\_\_\_  
Type of Residence: \_\_\_\_\_ Vacant or Occupied: \_\_\_\_\_  
Current Owner (Seller): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
New Owner (Buyer): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**Section 2:** Attorney/Firm: \_\_\_\_\_  
Attorney/Firm Address: \_\_\_\_\_  
For Buyer or Seller: \_\_\_\_\_ Preparer's Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Is there an existing lien or assessment on the property? \_\_\_\_\_  
Is this property Tax Exempt? Yes or No \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

Please submit form 10 business days prior to closing date via email to [propclosing@themdc.com](mailto:propclosing@themdc.com)

1. An actual meter reading will be taken approximately 5 days prior to the scheduled closing date, and new invoice transmitted to above attorney/firm in Section 2.
2. Ability to conduct the above reading is predicated upon an operational meter on the property and access thereto to the extent necessary to secure such meter reading. Please contact MDC customer service for appointment.
3. Any claim or debt due for charges for the use of water shall be and constitute a lien upon the property.
4. All balances & liens remaining post-closing will be paid & settled by new owner per MDC ordinance Sec. W2b.
5. MDC shall be notified of any change to the scheduled closing date.

*For property lien information please contact our Customer Accounting Department at [LienRelease@themdc.com](mailto:LienRelease@themdc.com)*

**All accounts having estimated meter readings must be reconciled and new meters installed.**

Accounts estimated and unreconciled are subject to Closing Custom No. 10 (Water and Sewer Readings/Escrows) of the Closing Customs of the Hartford County Bar Association (2009).

**Final Meter Reading Information:**

Date: _____	Account Number: _____	Actual Meter Read: _____
Account Balance: _____		Billing Period: _____
Premise: _____	Move Out Date: _____	Cycle Number: _____
		New CA Number: _____