



# MDC Property Closing

## Account Information Request Form

Closing Date: \_\_\_\_\_ -See Note 5 below.

**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          No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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

1. A final reading will be calculated based on the daily usage for the last billing period with the amount due calculated on a pro-rata basis utilizing such per diem usage from the day immediately following such period to and including the closing date, and the final invoice issued pursuant to such reading and calculated amount must be paid at closing. Because this amount is estimated, the closing parties should utilize the process prescribed in Closing Custom No.10 (Water and Sewer Readings/Escrow) of the Closing Customs of the Hartford County Bar Association (2009).
2. For accounts that have been estimated or vacant properties, MDC will need to inspect the meter and read the same. Ability to conduct this 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.
6. 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 referenced above.**

### Final Meter Reading Information:

Date: \_\_\_\_\_ Account Number: \_\_\_\_\_

Account Balance: \_\_\_\_\_

Premise: \_\_\_\_\_ Move Out Date: \_\_\_\_\_

Actual/Estimated Meter Read: \_\_\_\_\_

Billing Period: \_\_\_\_\_

Cycle Number: \_\_\_\_\_

New CA Number: \_\_\_\_\_