

VILLAGE OF ALBURGH
1 FIREHOUSE RD
ALBURGH, VERMONT 05440

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Tel: 802.796.3763
villageofalburgh@gmail.com

FINAL METER READING REQUEST FORM

EMAIL FORM TO: villageofalburgh@gmail.com

Instructions: You must be the seller or their representative to request a final meter reading. If the property is not being sold, then do not fill out this form. Please complete all applicable fields and remit either via email or in person at the Village office -- Incomplete forms will not be processed. Forms must be submitted at least two weeks' notice prior to requested meter reading date and the reading will be conducted on that date. If we are not open on the requested date, then we will select the closet business day as the reading date.

Today's Date:	
Requested Reading Date:	
Parcel ID #:	
Property Address:	
Sellers Name:	
Sellers Phone Number:	
Closing Date:	
Attorney or Real Estate Agent	
Name:	
Phone Number:	
New Owner	
Name:	
New Owner(s) Mailing Address:	
New Owner(s) Phone Number:	

**** Final meter reading charge of \$50.00 will be processed on the next billing cycle if a two-week notice is not provided to the Village of Alburgh Clerk**

IF CLOSING DATE CHANGES OR SALE FAILS TO CLOSE, PLEASE NOTIFY THE VILLAGE OF ALBURGH AS SOON AS POSSIBLE.

FOR INTERNAL USE ONLY

Meter Reading: _____

Superintendent Initials: _____ Clerk Initials: _____