



# Springfield Water and Sewer Commission - Closing Form

PO Box 995, Springfield, MA 01101-0995  
Phone 452-1393, Website <http://waterandsewer.org/>

**\*\*\* PLEASE COMPLETE USING WRITEABLE PDF \*\*\***  
**\*\*\* HANDWRITTEN CLOSING WILL BE RETURNED \*\*\***

**Instructions:**

- Please submit this form at least five business days prior to the closing date to [closings@waterandsewer.org](mailto:closings@waterandsewer.org)
- In some instances, a maintenance appointment may need to be scheduled in order to process the closing. A representative of the SWSC will notify the attorney if this is required.

Attorney: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Fax: \_\_\_\_\_ Phone: \_\_\_\_\_ Closing Date: \_\_\_\_\_

## SELLER'S INFORMATION (Required)

Property Address: \_\_\_\_\_

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

Seller's Forwarding Address: \_\_\_\_\_

City, State, Zipcode: \_\_\_\_\_

Meter Reading(s): Primary: \_\_\_\_\_ Aux: \_\_\_\_\_

## BUYER'S INFORMATION (Required)

**Note: Please advise buyer to contact SWSC to verify billing information. Attorney please notify SWSC if closing does NOT go through within 30 days, as we will be changing account information. Please do not submit this form earlier than ten business days prior to the closing date.**

Buyers' Name: \_\_\_\_\_

Address for Billing (*after closing*): \_\_\_\_\_

City, State, Zipcode: \_\_\_\_\_ Phone: \_\_\_\_\_

## FINAL BILL (For Commission Use Only)

Customer # \_\_\_\_\_

Final Bill \$ \_\_\_\_\_

**Make check payable to:**

Springfield Water and Sewer Commission  
P.O. Box 995  
Springfield, MA 01101-0995

\_\_\_ If checked, water service must be pressure tested and, if it fails, service must be replaced at the expense of the new owner. Replacement of service is NOT included in this final bill.

\_\_\_ Other \_\_\_\_\_