



FINAL READ REQUEST

TODAY'S DATE: ___/___/___

SETTLEMENT COMPANY: _____

PERSON MAKING REQUEST: _____

PHONE#: _____ FAX#: _____

PROPERTY ADDRESS: _____

SELLER'S NAME: _____

SELLER'S FORWARDING ADDRESS: _____

SELLER'S PHONE#: _____

CLOSING DATE: ___/___/___

DATE FINAL READ TO BE COMPLETED: _____
(THIS MAY BE DIFFERENT THAN CLOSING DATE)

BUYERS NAME: _____

BUYER'S PHONE#: _____

IF THE ABOVE PROPERTY DOES NOT CLOSE ON THE ANTICIPATED DATE, PLEASE CONTACT THE BOROUGH OFFICE IMMEDIATELY, TO ENSURE PROPER BILLING ADJUSTMENTS ARE COMPLETED.

ELKLAND BOROUGH REQUIRES A \$120.00 WATER DEPOSIT ON ALL ACCOUNTS, THE DEPOSIT MUST BE PAID AND THE ACCOUNT INFORMATION FINALIZED AT THE BOROUGH OFFICE BEFORE WATER/SEWER SERVICES CAN BE TRANSFERRED.

*****WE REQUIRE A MINIMUM OF THREE DAYS' NOTICE TO PRODUCE THIS DOCUMENT FOR CLOSING PURPOSES. WE ARE NOT ABLE TO FULFILL A REQUEST WITH LESS THAN A THREE-DAY NOTICE. *****

ELKLAND BOROUGH OFFICE: 814-258-7322, OPTION #1
EMAIL: ELKLANDBORO@GMAIL.COM OR ELKLANDINFO@GMAIL.COM