

Requesting a Final Water Bill for Sale of Property

- 1) All final water bills are charged a Read Fee of **\$50.00**.
- 2) All Final Bill Requests **MUST** be made at least **three (3) Business Days** before sale closing date.
- 3) For any properties with a Backflow Prevention Device, a current test **MUST** be on file before the final bill is released.
- 4) Final Bill Requests **MUST** be made in writing via email to: WaterDept@bayvilleny.gov
- 5) The following information is needed for the Final Bill Request:
 - Buyer's Name(s) and Mailing Address
 - Sale Closing Date & Time
 - Email or Fax Number where Final Bill will be sent