

PRESS RELEASE

TOWN OF MANCHESTER WATER AND SEWER DIVISION

The following are the closing procedures to be followed when selling property provided with water and/or sewer service by the Town of Manchester.

The Water and Sewer Division does not final bill the seller, therefore, an adjustment is handled at the time of closing based upon an actual water meter reading. The seller will be advised of the outstanding charges and the adjustment will be calculated covering the period from the last meter reading to the meter reading for the closing.

Any unpaid charges not settled at the closing will be the responsibility of the buyer.

Please provide the following information to the Billing Office by calling 647-3135 three (3) days prior to the date of closing:

1. Date of closing
2. Account number, needed for Water and Sewer inquiry.
3. Address of property being sold, including buyer's name and mailing address.
4. Attorney's name and telephone number.
5. Water meter reading (inside and outside reading if meter is equipped with a Visual Outside Register).
6. Payments or inquiries for utility or tax information must include account number.

This information is being provided to the public so a clear outline of the Water and Sewer Division's closing policy will be known by our customers, as well as their attorneys.

FWT:msj

CC: HARTFORD COURANT
JOURNAL INQUIRER
GLASTONBURY CITIZEN

Richard J. Sartor, General Manager
Peter Lozis, Director of Public Works
Robert J. Young, Water & Sewer Administrator
Office Staff, Administration and Billing
Joan Troy, Collector of Revenue
Board of Realtors
Hartford Bar

Date: June 21, 1994

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