

FINAL BILL INSTRUCTIONS

Dear Customers:

Please complete all sections on the enclosed Final Bill Application. The completed document must be filled out and returned to this office within seven to ten (7-10) working days prior to the closing date.

Please note that any active Zipcheck accounts associated with the property in question will be closed upon receipt of a completed application.

If you have any questions regarding this matter, please contact Customer Service at (412) 255-2423 or via email at FinalBills@pgh2o.com

Our office hours are Monday through Friday from 8 am to 6 pm. We appreciate your business.

Sincerely,

Customer Service

Enclosed is the application form to request a final bill. This form should be completed in full and returned to this office within seven to ten (7-10) working days prior to the scheduled property closing date.

PLEASE NOTE THE FOLLOWING:

1. Final bills are only necessary when there is a sale of a property (a change of deed/ownership). They should not be requested when a tenant is vacating a property or when an owner is re-financing.
2. INCOMPLETE OR INCORRECT forms will be returned for completion or correction.
3. Final bills will be issued within seven to ten (7-10) working days upon the receipt of the completed application, unless the installation of an automated meter reading device is necessary.
4. Applications for final bills will not be taken over the telephone. All requests must be submitted in writing on the attached form (one application per account.) This rule does not apply to Commercial or Industrial accounts.
5. Please provide the current owner's account number on each application. If the account number is not available, please provide the ward, block, and lot number.
6. Please provide a meter reading from the internal or crock water meter (NOT THE REMOTE DEVICE OR GAS METER.) For assistance please contact Customer Service at 412-255-2423.
7. Final readings made by the realtor are accepted for Residential properties with a meter size of one-inch or less, unless the installation of an automated meter reading device is necessary. For Residential properties with meter sizes in excess of one-inch, and for all Commercial and Industrial properties, a scheduled visit by Authority personnel is required. To schedule an appointment, please call PWSA's AMI Department at (412) 255-8920.
8. A \$20.30 service fee will be assessed to each final bill and is payable at the time of closing. Please do not send payment with the final application.
9. Final bills will not be faxed to closings. Please indicate a mailing address for bills or indicate that it is your intention to pick these up from this office. Generally, pick-ups are ready on Wednesday's and Friday's after 10:00 a.m.
10. Please return applications for Final Bills to:
The Pittsburgh Water & Sewer Authority
Attention: Finals
Penn Liberty Plaza I
1200 Penn Avenue
Pittsburgh, PA 15222

If you have any questions regarding this matter, please contact Customer Service at (412) 255-2423 or via email at FinalBills@pgh2o.com our office hours are Monday through Friday from 8:00 AM to 6:00 PM.

APPLICATION FOR FINAL BILL

This application MUST be received seven to ten (7-10 days) prior to closing.

SECTION TO BE COMPLETED BY SELLERS REALTOR

PLEASE PRINT CLEARLY

1. Account Number: _____ 2. Ward, Block & Lot: _____

3. Property Address & Zip Code:

4. Final Reading Date: _____

5. Property Closing Date: _____

6. Sellers Real Estate Agent:

7. Agency Address: _____

8. Phone No: _____

9. Current Owner (Seller): _____

10. Phone No: _____

11. New Owner (Buyer): _____

12. Phone No: _____

13. New Owners Billing Address:

(Complete ONLY IF FUTURE billing address differs from property address)

14. Telephone Number for New Owner at above address:
_____ (If available)

15. Mail final bill to:

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16. Hold for pick-up. A \$20.30 service fee will be assessed to each final water bill.

17. **FINAL WATER METER READING** _____

18. Is or has property been vacant? Yes ___ No ___

19. If yes, how long _____

20. * Mail complete form to:
The Pittsburgh Water & Sewer Authority
Penn Liberty Plaza I
1200 Penn Avenue Pittsburgh, PA 15222

Requestor's Signature:

Date:

DO NOT COMPLETE PWSA USE ONLY

1. Date Recd. _____ Processed by: _____ 2. Res/Com/Ind: _____

3. BP #: _____ 4. Cycle: _____

5. MIU #: _____ 6. MUPS: _____

7. FICHE: _____ 8. CARC: _____

9. Other Accounts: _____ 10. Doc. # Final/Fee: _____