



**Department of Utilities, Water Division**  
**Request for Final Reading/Bill for Sale of Real Estate**

*The Cost for the requested closing is \$35.00*

*Please note we require a minimum 3 to 5 business days turn around  
for the meter department to obtain a read and process the request through the department.  
Please contact the billing clerk at 845-5604 with any questions or concerns.*

**Date:\***

**Account Number:**

**Full Name of Property Owner:\***

**Property Service Address:\***

**Plat/Lot:**

**Closing Date:\***

**Closing Attorney:**

**Name of Person Requesting:\***

**Email Address of Person Requesting:**

**Phone Number for Questions Regarding this Request:\***

**Additional information you would like to provide:**

**Please send bill via:**      **Mail:**     **Email:**     **Fax:**     **Pick up at office:**

**New owner name:\***

**New owner billing address: \***

**City:\***

**State – Zip:\***  —

**\*Required Fields for this Form.**

Once done filling out this form you can either e-mail the document to [utilitybilling@CityofNewport.com](mailto:utilitybilling@CityofNewport.com) or you may fax to 401-846-0947.

**Note of disclaimer**

Newport Utilities Department is not responsible for identifying other accounts associated with the real estate sale in question. It is a requirement of the Seller to disclose all account/amounts associated with the sale of the property. Failure to receive a bill does not relieve the owner of the obligation of its payment when a known connection exists to the Water Divisions water main and water consumption is and/or has been used at the property.

The new owner will be held liable for any and all outstanding amounts due to the Newport Water Utilities for the account identified and others in existence. If such amounts are not paid at a closing, they will transfer to the new owner at the time the sale is closed. This should be noted by all attorneys, realtors or others representing a seller or buyer.