

CITY OF WALTHAM
Engineering Department
Office of the City Engineer



Robert S. Winn, P.E.
City Engineer

CITY OF WALTHAM, MA FINAL WATER BILL PROCEDURE

If a property is being sold, or if a new tenant is moving in, the final water bill may be requested from the Water & Sewer Billing Office. In most cases, the final bill will be produced without having an employee go in the property. However, circumstances may require an appointment to be made (Commercial or Residential).

To request the final water & sewer bill, the person requesting the bill must provide the following information:

- Property address for the Final Reading.
- Name and billing address (if not same as property address) of New Owner(s) of the property.
- Date of Scheduled closing.
- Name and contact phone number of person requesting Final Water Bill.
- Email address and contact phone number for new owner(s) of property.
- Include a Picture **CLEARLY** showing the current reading on the main water meter, and deduct (irrigation) meter, if applicable.
- Include **IN WRITING** the meter reading(s) in case the photograph is not legible - **ALL NUMBERS INCLUDING THE ZEROS**. We go by the first 4 numbers from the left.
- Include a photograph showing the water meter and surrounding plumbing in a Windows 10 compatible format.
- Send picture and information to finalwaterbills@city.waltham.ma.us
- The Final Bill will be sent to the email of person requesting final bill unless otherwise indicated.
- The Final Bill should be requested **10 calendar days** before the scheduled closing.

If additional information is required or there is a problem with the meter or associated meter equipment, the Water Billing Office will contact the person requesting the bill to schedule a service appointment.

NOTE: If the sale of the property does not go through, it is the responsibility of the final bill requestor to notify the Water Billing Department of this; otherwise, the account will remain in the buyer's name that was provided.

City of Waltham Water Billing Office:
163-167 Lexington Street, Waltham MA 02452
TEL: 781-314-3810
(REVISED 4-18-2023)