

CITY OF CRYSTAL LAKE
 ATTN: WATER/SEWER BILLING
 100 W. WOODSTOCK STREET
 CRYSTAL LAKE, IL 60014
FINANCE@CRYSTALLAKE.ORG
 815-459-2020 (Office), 815-459-2350 (Fax)



FOR CITY USE ONLY	Form Received Date:	Final Reading Scheduled Date:
	Account: <input type="checkbox"/> Active <input type="checkbox"/> Suspended	

WATER/SEWER FINAL READING INSTRUCTIONS AND REQUEST FORM

- All requests shall be done by returning this form via email (Finance@crystallake.org) or by calling 815-459-2020 ext. 0.
- Requests shall be made at least three (3) business days prior to the date needed.
 - If water service was previously shut-off due to unpaid balances, the unpaid balance must be satisfied prior to closing.
 - Once the form is received, the Final Reading Contact listed below will be called to confirm the final reading date.
 - Typically, final readings are conducted remotely from the street, but occasionally, the City may require access inside the property in order to read or replace the meter.
 - After the final reading, the City will close-out the previous owner's account and mail a final bill to the previous owner's forwarding address. After the final reading, the new property owner will assume responsibility for the water/sewer bill.
 - The City of Crystal Lake does not have a requirement that the final water/sewer bill be paid on the closing date (unless previously shut-off due to unpaid balances). Instead, only the meter reading needs to occur on the closing date unless the closing is scheduled for a weekend or holiday, in which case the final reading will be scheduled the business day prior to the closing.
 - The City of Crystal Lake does not have a municipal transfer stamp requirement.

All items below are required. Please print clearly.

Today's Date: _____

Closing Date: _____

Service Address:

Street Address

City State Zip Code

Buyer/Seller (Check one): Buyer [] Seller []

Rental Property (Check one): Yes [] No []

Should Tenant Receive Monthly Water/Sewer Bill* (Check one, if applicable): Yes [] No []

*Water/sewer bills are ultimately the responsibility of the property owner.

Final Reading Contact:

Contact information for an adult who can provide access to the Service Address (if needed) on the day of final reading.

Name

Phone Number

Current Customer:

Name

Forwarding Street Address

City State Zip Code

New Property Owner:

Name

Street Address (if different from Service Address)

City State Zip Code

Phone Email

New Tenant:

Name

Phone Email