

[Title Company Letterhead]

Final Bill Request

Date:

Re: _____ (service address(es)/lot and square)

Dear DC WASA:

The above referenced property is scheduled to go to settlement on _____ (*date*). We would like to request the following services

Meter reading for final billing on (date)

Existing Owner Information:

Mailing address for final bill (Prior owner's name, c/o title company & title company's address.)

New Owner Information:

New owner's name

Future mailing address for new owner's bills

Balance of all outstanding charges on the above-referenced property as of last read date (balances of any and all established accounts for the listed property will be included)

\$ _____

If, for any reason, settlement does not take place, the title company will contact WASA to cancel the above request. With this notification, WASA will take appropriate steps to restore the account to the prior owner's name and mailing address as previously on record.

Sincerely,