



## Final Water/Sewer Bill Request Instructions

1. Please allow two business days from date of receipt for processing. You will receive the amount due at the time of the last billing. Readings are pulled the last week of each month and final bills are processed the last business day of each month. We recommend you hold back monies to cover this.
2. Final bill requests will not be taken over the telephone. All requests must be submitted in writing on the attached form.
3. Please complete all sections of the final bill request. If the information is incomplete the request will be returned for completion or correction.
4. If you have any questions regarding this matter, please contact the Water Department at 269-695-3844 extension 11 or email at [waterbill@cityofbuchanan.com](mailto:waterbill@cityofbuchanan.com). Our office hours are Monday through Friday from 8:00am to 5:00pm.



## Application for Final Water/Sewer Bill Request

*Allow a minimum of 48 hours from date of receipt for processing*

Today's Date \_\_\_\_\_

Property Street Address \_\_\_\_\_

Seller's Name \_\_\_\_\_ Seller Phone Number \_\_\_\_\_

Closing Date \_\_\_\_\_

Realtor \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Title Co. \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Mail Final Bill To: Name \_\_\_\_\_

Address or Email Address \_\_\_\_\_

\_\_\_\_\_

Buyer's Name \_\_\_\_\_ Buyer's Phone Number \_\_\_\_\_

Buyer's Billing Address (if differs from property address) \_\_\_\_\_

\_\_\_\_\_

Return this form to the City of Buchanan:

Mailing Address: 302 N. Redbud Trail, Buchanan, MI 49107

Email: [waterbill@cityofbuchanan.com](mailto:waterbill@cityofbuchanan.com)

Fax: 269-695-4330

302 Redbud Trail North • Buchanan, Michigan 49107

Tel: (269) 695-3844 • Fax: (269) 695-4330

[www.cityofbuchanan.com](http://www.cityofbuchanan.com)