

# How to Schedule a Final Water Bill

Selling or buying a house? Please contact your Attorney or Realtor to schedule a Final Water/Sewer read.

1. Call 413-259-3050, ext. 0 to schedule the service with the DPW.
  - a. DPW requires 24 hours notice.
  - b. DPW requires the information for the new owner(s) and billing address at this time.
2. Once the meter has been read, the information will be sent to the Town Collector's Office where a Final Bill will be generated and placed in the mail (*please note if you are signed up for electronic billing, the bill will still be sent via email and not placed in the mail. If you are enrolled in our Direct Debit program, the bill will need to be paid conventionally and will not be automatically deducted*).
3. Any and all past due Utility Bills are due along with the Final Bill.
4. This process closes the previous owners Utility Account and all future bills generated are put in the new owner's name(s).

## **Please note:**

- **Home buyers and/or sellers are discouraged from ordering their own Final Water/Sewer Reading.**
- **Final Bills are not generated for those who rent and ownership is not changing.**
- *New home buyers are responsible for any past due water/sewer bills regardless of date of ownership.*

Water/Sewer Bills are public knowledge and can be Viewed/Paid Online using your Account Number or Address at: <https://www.amherstma.gov/119/View-and-Pay-Bills>.

For questions regarding your meter or services, please contact the Department of Public Works at 413-259-3050 or [publicworks@amherstma.gov](mailto:publicworks@amherstma.gov).

For questions regarding your bill or charges, please contact the Collector/Treasurer Office at 413-259-3020 or [collector@amherstma.gov](mailto:collector@amherstma.gov).