



**Mercersburg Water Authority**  
 113 South Main Street, Mercersburg, PA 17236  
 PH: 717-328-3116/FAX: 717-328-3117  
[www.mercersburg.org](http://www.mercersburg.org)

**REQUEST FOR FINAL WATER METER READING**

**Date Requested:** \_\_\_\_\_ **Requested By:** \_\_\_\_\_

**Settlement Date:** \_\_\_\_\_ **Return Form Via:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Property Owner/Seller:** \_\_\_\_\_

**Property Owner/Seller**      **Email:**      **FAX:**  
**Phone:** \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

**Property Manager:** \_\_\_\_\_

**Property Manager Phone:**      **Email:**      **FAX:**  
 \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

**Buyer/Tenant Name and Forwarding Address:** \_\_\_\_\_  
 \_\_\_\_\_

**Notified by:**       Mail       Email       Phone       FAX       Office Visit

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*Official Use Only*

**Authority Staff Notified:** \_\_\_\_\_ **Account No.:** \_\_\_\_\_

**Final Meter Reading:** \_\_\_\_\_ **Read Date:** \_\_\_\_\_

**Final Bill Sent (Date):** \_\_\_\_\_

**Completed By:** \_\_\_\_\_ **Via:**  
 Mail       Email       FAX