

# **Douglas Water and Sewer**

## **Policies and Procedures**

### **Final Read / Final Bill**

**Policy no: 046.001**

#### **Purpose:**

The Purpose of this policy is to outline the requirements and proper procedure for requesting and conducting Final Reads. A Final Read is conducted to protect a seller and a buyer, to assure each party pays only for what they are responsible for. Without conducting a final read, the current owner is responsible for any outstanding balance on the account.

#### **Procedure:**

A Final Read must be requested and scheduled a Minimum of five business days prior to the date a final bill is required. Scheduling is done by calling the office and scheduling an appointment with the Administrative Assistant. To conduct a Final Read, someone must be available to provide entry and accompany a Water Department Employee, and the meter must be accessible, if the meter is damaged or tampered with in any way additional fees may be assessed. If a meter is determined to be damaged or if the meter is 10 or more years in age, the meter will be replaced and additional fees may apply.

#### **Fee:**

There is a \$50.00 Final Read Fee, in addition to the charges for water and/or sewer used since the prior billing. As well as the prorated portion of basic fees for water and/or sewer, and the WWTF construction fee if applicable.

If the Final Read is scheduled less than the required 5 business days prior to the date requested and Staff is available to read the meter and process the Final Bill, a \$100.00 Rush Final Read Fee will be applied, in addition to the charges for water and/or sewer used since the prior billing. As well as the prorated portion of basic fees for water and/or sewer, and the WWTF construction fee if applicable.