

Instructions for Final Water Bill

Kindly provide a picture, of the face, of the water meter located in the basement of your home. Please make sure that the numbers on the face of the meter are visible and clear. Then, send an email with the details below. **I advise to take a picture of the water meter the night before, or the day that the seller's vacate the property.**

How to Locate Your Water Meter: Water meters are located in the basement of your home. If you have no basement, you will have a utility closet or crawl space. A good rule to help locate most water meters is to face the wall in your basement, which faces the street. The water meter will be located at the lowest part of the basement. Also, you can follow the pipes from your water heater until you come to the water meter.

If the title company is paying the final water bill please include their email, so I can forward them the final water bill. If you have any questions please reach out to me by replying to this email or call 201-337-8111 x 2013

Please complete the following information for a Final Water Bill.

- 1) Email this information to utilityclerk@oakland-nj.org
- 2) Attach picture of the water meter inside your home (in your basement). Please make sure the numbers are visible.
- 3) In the Subject of the email put your address for the final.
- 4) In the body of the email please complete the following:
- 5) (Seller's / Renter's Name) Name:
(Seller's / Renter's Name) Contact #:
- 6) (New Homeowner's / Renter's) Name:
(New Homeowner's / Renter's) Contact #:

Thank You Kindly,

Alexander Della Torre
Water/Sewer Accounts Clerk
Borough of Oakland
201-337-8111 ext. 2013
utilityclerk@oakland-nj.org
www.oakland-nj.org