



## TOWN OF HUDSON – DEPARTMENT OF PUBLIC WORKS

Water Division, 1 Municipal Drive, Hudson, MA 01749

978-562-9333 ext. 318 Fax: 978-568-9612 [cholmes@townofhudson.org](mailto:cholmes@townofhudson.org)

### SELLING YOUR PROPERTY OR HOME IN HUDSON

**A final bill must be processed if the owners name is changing for the property address.**

**Water bills must be in the property owners name, we will not list renters or tenants.**

If you are selling your property or home in Hudson, you are required to notify the Department of Public Works Water Division, to request your final water/sewer reading and Final Bill. You may call, but an email is required at least 7 - 10 business days prior to the closing date.

Please email [cholmes@townofhudson.org](mailto:cholmes@townofhudson.org).

List the property address in the email subject. You will need to provide us with the closing date and the buyer's name(s), as it reads on the purchase and sales agreement. If you would like to cc in the lawyer, attorney, realtor or homeowner, please do so. The final bill will be emailed. We do not shut off the water service. The account will be rolled over into the new owner(s) names once the final bill is completed.

If your property has **Town Curbside Pickup**, a cancellation form must be completed. This form can be found online at: [Townofhudson.org](http://Townofhudson.org), online services.

If the property has a **cross connection/backflow device**, the test report must be current and on file with the water department. If no current test is on file, no final will be completed until a current report is done.

We may also need to schedule an appointment to replace your water meter inside your property and/or the remote on the outside. If this is needed, the DPW Water Clerk will inform you of this, when you email.

There is a final bill fee of \$ 25.00. (\$100.00 if requested in less than 72 hours or after closing)

Any questions: call Carol Holmes at 978-562-9333, extension 318 or email [cholmes@townofhudson.org](mailto:cholmes@townofhudson.org).

Final payments – can NOT be paid online. We recommend having your attorney pay it at closing.

If your payment is not included in your closing, you may:

Pay it at or mail to the Town Hall Collector's Office located at 78 Main Street.

Any questions regarding payments, please contact the Town Hall Collector's Office 978-568-9611.

Any questions regarding water usage, contact the DPW Water Division 978-562-9333 ext. 318.

### BUYING A PROPERTY OR HOME IN HUDSON

Under most circumstances, the seller will inform us of your name, so they can receive their final bill.

As the new owner, you will need to inform us, if there will be different mailing address, other than the property address and if your bill will be in a c/o a management company.

Our water billing is done Quarterly – February, May, August & November – about the 15<sup>th</sup> of the month.

Any questions regarding this process, please contact The Water Division Clerk

Carol Holmes at 978-562-9333, extension 318 or via email: [cholmes@townofhudson.org](mailto:cholmes@townofhudson.org).