



**DEPARTMENT OF PUBLIC UTILITIES  
PROPERTY TRANSFER WORKSHEET  
2008 MARYLAND HIGHWAY, SUITE 2  
MT. LAKE PARK, MD 21550  
PHONE: 301-334-7462 OR 301-334-6983**

Customer #/Main Customer # \_\_\_\_\_ (PLEASE INCLUDE ON ALL CHECKS)  
 E-Mail/Fax Received \_\_\_\_\_ E-Mail/Fax Rtd \_\_\_\_\_  
 Current Reading \_\_\_\_\_ Previous Reading \_\_\_\_\_

Attorney/Title Company \_\_\_\_\_ Requested By \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_ Fax # \_\_\_\_\_  
 Date for Final Water Reading \_\_\_\_\_ Closing Date \_\_\_\_\_  
 Property Tax ID Number \_\_\_\_\_ Map \_\_\_\_\_ Parcel \_\_\_\_\_  
 Type of Transaction Refinance \_\_\_\_\_ Foreclosure \_\_\_\_\_ Sale \_\_\_\_\_  
 Sub-division \_\_\_\_\_ **LOT #** \_\_\_\_\_  
 Service Address \_\_\_\_\_  
 City/System \_\_\_\_\_  
 Seller's Name \_\_\_\_\_  
 Buyer's Name \_\_\_\_\_  
 Buyer's Mailing Address \_\_\_\_\_  
 Buyer's Phone # \_\_\_\_\_

Sewer Inactive ERU Fee	_____ DUE _____	_____ QTR
Water Ready To Serve Fee	_____ DUE _____	_____ QTR
Bay Restoration Fee	_____ DUE _____	_____ QTR
Sewer/O&M	_____ DUE _____	_____ QTR
Water	_____ DUE _____	_____ QTR
Garbage	_____ DUE _____	_____ QTR
Interest/Late Charge	_____ DUE _____	_____ QTR
Debt Retirement	_____ <b>DUE/SEPARATE CHECK</b>	
Water Transfer Fee	_____ DUE _____	
Sewer Transfer Fee	_____ DUE _____	
Final Fee	_____ DUE _____	
Water Tap Fee	_____ <b>DUE/SEPARATE CHECK</b>	
Sewer Tap Fee	_____ <b>DUE/SEPARATE CHECK</b>	
Meter Installation Fee	_____ <b>DUE/SEPARATE CHECK</b>	
Reconnect Fee	_____ _____	

<b>FEES PAID</b>

**\*\*ALL FEES WITH THE EXCEPTION OF THE DEBT RETIREMENT & TAP/METER FEES MAY BE ON ONE CHECK\*\***

**PLEASE REMIT TO: DEPARTMENT OF PUBLIC UTILITIES  
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