



FOXCHAPEL

A U T H O R I T Y

Real Estate Transfer

A final meter reading must be scheduled by the owner or their agent. Final bills are rendered the first full week of the following month.

To schedule a final meter reading for a property transfer, contact our office with the following information:

- Current owners name and final billing address
- Property address
- Closing date
- Future owners name
- Individual/company requesting the final including contact information

In addition to scheduling the final meter reading the following items need to occur:

1. An approved backflow prevention device must be installed immediately after the meter. For residential properties a Watts #7 or equivalent is acceptable. The Authority sells retrosetters which include a backflow device. Contact the office for pricing and instructions. An expansion tank must be included with the installation of a backflow device. Commercial, Industrial and Municipal customers should contact the Authority for the proper backflow device for their particular installation.
2. The curb box must be at grade and curb stop must be operable. Parts and extensions are available from the Authority at cost.
3. The meter shall be accessible to Authority employees for the final reading and maintenance as required. Even though the meter is normally read by radio we follow best management practices and physically do final readings and inspections for compliance with our Rules and Regulations.
4. If the property is served by a meter pit, the pit shall be of sound construction and covered or insulated to prevent the meter from freezing.
5. A lien letter should be requested by the closing company (see Schedule of Rates for fee).

The property will remain in the current owner's name until the above items are completed.