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44 Millbury Street
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(508)839-2302 - Fax: (508)839-2367

SUPERINTENDENT
David Erickson

Treasurer
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e-mail: customerservice@grafftonwaterdistrict.org

website: grafftonwaterdistrict.org

Final Bill Process

A final water bill will be required when you are transferring ownership of your property. Both the buyer and seller attorneys need this documentation as proof these utility charges have been paid.

The Grafton Water District creates a final bill after we have received a picture of the meter's seal and reading value. Most homes have only one meter, but some homes have irrigation meters so we will need a picture of both meters. Businesses may have multiple meters. We will need a picture of all water meters before we can process a final bill.

As of early 2020, the Grafton Water District limits going into homes to physically read the meter for a final bill. We ask the owner to take a picture of the meter's seal and odometer and email it to customerservice@grafftonwaterdistrict.org. Once we receive your email containing a picture of the odometer and seal, we can create the final bill.

Note: If your meter does not have a seal, please call the water district immediately so we can add you to our seal installation appointments. **We cannot process your final bill without the seal installed.**

Detailed steps for the final water bill process are as follows:

1. Call or email the Grafton Water District to request a final reading. We will need the following information:
 - a. The date of the closing.
 - b. The date the property will be vacated.
 - c. A picture of the seal on your meter and a picture of the odometer. Please see below the instructions for finding your meter.

Note: You can provide this information on your initial email request if it is within 10 days of the property being vacated.

2. Once we receive the information above, we will respond via email with the following:
 - a. The final bill
 - b. Instructions explaining how to pay the final bill.
 - c. We will also copy the sewer department who will respond with instructions for paying the final sewer bill.
3. Pay your final water bill via Unipay (our preferred method) or at the Grafton Water District's office at 44 Millbury Street, Grafton.
4. Once paid, we will stamp the final bill paid and email it to you.
5. Pay your final sewer bill per instructions from the sewer department.

Note: Both the GWD receipt and the Sewer receipt are used at the closing as evidence of zero balance due on the accounts.

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Instructions for finding your water meter and taking a picture of the odometer and seal.

In most buildings, the water meter is right next to the main water shut off valve. If you find the shut off valve you will find your meter. It is round with a brass bottom and a black or gray top.

- The meter's seal is a very thin wire that is attached to the meter base and a meter spud, i.e., nut. A lead wafer is attached to the wire. We need to know the seal has not been severed.
- The odometer display is dependent on the age of the meter. The older meters are analog, and the new meters are digital.
 - a. Older Meter Odometer – the top of the meter has a lid – flip that up to find the odometer. Take a picture of this.
 - b. New Meter Odometer – the top of this meter will have one digital screen that alternates between four different displays every 5 seconds. Two of the displays show the odometer values. When the display shows an odometer take a picture.

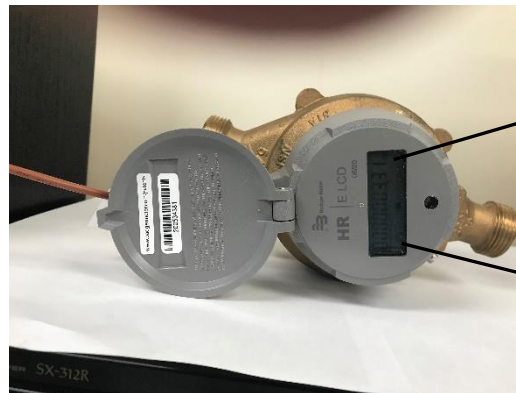
Email the pictures as attachments.

Pictures of Older Style



Wire with
lead wafer
attached.

Pictures of New Style



123456345
GAL

9 Digit
Display

123456
GAL
X10

6 Digit
Display