



DEPARTMENT OF PUBLIC WORKS,  
Michael Fowler, P.E., Director  
Thomas A. Carrier, Deputy Director

To Whom It May Concern:

Enclosed is the application form to request a final bill. This form should be completed in full and returned to this office within three to five (3-5) working days prior to the scheduled property closing date. PLEASE NOTE THE FOLLOWING:

1. Final bills are only necessary when there is to be a sale of a property; when there is to be a change of deed/ownership. They need not be requested when a tenant is vacating a property or when an owner is re-financing.

2. INCOMPLETE OR INCORRECT forms will be returned for completion or correction.

3. Final bills will be issued within three to five (3-5) working days of the receipt of the completed application.

4. Applications for Final Bills will not be taken over the telephone. All requests must be submitted in writing on the attached form (one application per account.)

5. Please provide the current owner's account number on each application. If the account number is not available, please provide the parcel ID or complete service address.

6. Final readings are made by a Town of Derry employee.

7. A \$15.00 service fee will be assessed to each final bill. Final bills will include minimum base charges (\$35.66 sewer and \$23.03 water per # of residential living/commercial service units) plus usage since the previous usage billing.

8. Final bills may be faxed, mailed, emailed or picked up at the Derry Municipal Center. Please indicate your intention on the application.

9. Please return applications for Final Bills to:

The Town of Derry NH Department of Public Works  
Attention: Water and Sewer Division  
14 Manning Street  
Derry, NH 03038  
Fax. 603-432-6130  
Email: [debbiepratt@derrynh.org](mailto:debbiepratt@derrynh.org)  
Tel. 603-432-6147



If you have any questions regarding this matter, please contact Customer Service at (603) 432-6147.

APPLICATION FOR FINAL BILL

**THE TOWN OF DERRY, NH DEPARTMENT OF PUBLIC WORKS**

Application MUST be received three to five (3-5 days) prior to closing.

SECTION TO BE COMPLETED BY SELLER OR SELLER'S AGENT

PLEASE PRINT CLEARLY

1. Account Number: \_\_\_\_\_ 2. Parcel ID: \_\_\_\_\_

3. Property Address & Zip Code: \_\_\_\_\_

4. Final Reading Date: \_\_\_\_\_ 5. Property Closing Date: \_\_\_\_\_

6. Sellers Real Estate Agent: \_\_\_\_\_

7. Agency Address: \_\_\_\_\_ 8. Phone No: \_\_\_\_\_

9. Current Owner (Seller): \_\_\_\_\_ 10. Phone No: \_\_\_\_\_

11. New Owner (Buyer): \_\_\_\_\_ 12. Phone No: \_\_\_\_\_

13. New Owner's Billing Address: \_\_\_\_\_  
(Complete ONLY IF FUTURE billing address differs from property address)

14. Telephone Number for New Owner at above address: \_\_\_\_\_

15.  Mail Final Bill to: \_\_\_\_\_

16.  Hold for Pick Up A \$15.00 service fee will be assessed to each final water/sewer bill.

17. \* Mail Complete form to: The Town of Derry Dept. of Public Works WTR-SWR  
14 Manning Street  
Derry, New Hampshire 03038

18.  Email to \_\_\_\_\_

19.  Check if property is/has been vacant. 20. If checked, how long \_\_\_\_\_

21. Requestor's Printed Name and Signature: \_\_\_\_\_ / \_\_\_\_\_

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**TOWN OF DERRY USE ONLY**

1. Date Received \_\_\_\_\_ Processed by \_\_\_\_\_ 2. WATER SEWER ASSESS

3. BF PASSED DUE INSPECTION? YES / NO / NA 4. Acct Notes: \_\_\_\_\_

5. Water Service is currently: ON / OFF / ?