DIVISION OF UTILITIES & SOLID WASTE MANAGEMENT (DUSWM)
FREDERICK COUNTY, MARYLAND
Office of Accounting and Finance Support
4520 Metropolitan Court, Frederick, MD 21704
Phone: 301-600-2354 or 2935
E-mail: WaterSewerForms@FrederickCountyMD.gov

PROPERTY TRANSFER REQUEST

Date of Request:_____ Company Name:_____

Phone:_____ Fax Number:_____ Name of Contact:_____

Transfer Date:_____ E-Mail for Return Notification:_____

Subdivision Name:_____ Lot #:_____ Tax ID#:_____

Premise Address:_____ City:_____ Zip Code:_____

Seller's Name:_____ Buyer's Name:_____
First MI Last First MI Last

Seller's Name:_____ Buyer's Name:_____
First MI Last First MI Last

Buyer's E-Mail Address:_____

Seller's Forwarding Address: Buyer's Billing Address AFTER Settlement:

_____ _____

_____ _____

ALL FIELDS ABOVE MUST BE COMPLETED IN FULL for this request to be processed

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PROPERTY SERVED BY DUSWM

ESTIMATED ESCROW AMOUNT: $_____ This is an ESTIMATED amount based on the historical consumption data of this account. The actual final bill amount may be higher or lower depending on the actual consumption for the final billing period. This amount does not consider high consumption that may be due to leaks. **Do not remit check for the estimated escrow amount. The ACTUAL FINAL bill will be returned by email address listed above. For detailed instructions, see Service Billing/Final Read Procedures at our web page. The direct link is: http://www.frederickcountymd.gov/index.aspx?nid=1282**

The deed cannot be presented for recordation until the actual final bill has been paid and an additional copy of the deed is provided for DUSWM.

DUSWM provides the following service for this account:

_____ Water & Sewer service
_____ Water service only - sewer service may be provided by another municipality, private sewer company, or private septic system.
_____ Sewer service only - water service may be provided by another municipality, private water company, or private well.

Seller Acct/Customer ID:_____ Buyer Acct/Customer ID:_____
Escrow Sent: TFN #:_____
Date:_____ Initials:_____ TFN Date:_____

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Property NOT served by DUSWM – DEED RECORDATION RECEIPT:

This document must be presented at the Frederick County Treasurer's Office to record deed.

Date:_____ Approved by:_____

Property may be served by another municipality, private company or have a private well and/or septic system.

Date Sent:_____ Initials:_____