

TOWN OF HOUNSFIELD WATER DEPARTMENT

Policy for Billing Water Rents Between Cycles

When a request is made of the Town or Billing Clerk to apportion water rentals between the present owner of real estate and the new owner, pending transfer of title, the following procedure shall apply:

1. If the Clerk or other Town employee is asked to have a meter reading taken before closing, the person making the request shall be informed as follows:
 - a) A forty-eight (48) hour notice is required before the date of the reading;
 - b) The fee for reading the meter is \$25.00, which shall be added to the seller's bill for water consumed prior to the reading.
2. When the meter reading is taken, the average daily consumption shall be computed, by dividing the total number of gallons, as numerator, by the total number of days in the cycle, since the last meter reading, as denominator. The result shall then be multiplied by the total number of days in the current cycle to determine how many gallons of water would have been consumed in the cycle, if the average consumption had stayed the same. The water rents for the total gallons shall be computed, and the seller's responsibility shall be pro-rated, based on the ratio of number of days between the last reading and the current reading, as the denominator, and the total water rent as above computed, as the numerator. The same procedure shall be followed to determine the bill for the purchaser, at the next regularly scheduled meter reading.
3. When a meter reading is not taken, and the Town Clerk or other Town employee is notified, after transfer of title, that a transfer has taken place, the person shall be informed as follows:
 - a) If agreeable, a meter reading will be made within the next forty-eight (48) hours.
 - b) The fee for reading the meter is \$25.00, which shall be added to the seller's bill for water consumed prior to the reading.
 - c) If the seller does not pay the bill as computed for water consumed prior to the meter reading, by the date when payment is due (the 10th day of April, July, October and January of each year, whichever date is applicable), the amount of such bill, with applicable 10% penalty, shall be added to the buyer's bill.
 - d) The computations for the seller's and the buyer's respective water bill shall be in accordance with the procedure set forth in paragraph 2, above.
4. When the Clerk has not been notified of a transfer of ownership, the meter will be read at the end of the applicable cycle, and payment thereof shall be the responsibility of the record owner of the real estate, as of the payment date set forth in Section 6-4 of the Town's Local Law No. 1 of 2013. All other provisions in said Local Law shall apply.