



Southeast Morris County Municipal Utilities Authority

19 SADDLE ROAD • CEDAR KNOLLS, NEW JERSEY 07927 • TEL 973-326-6880 • FAX 973-326-6864

REAL ESTATE CLOSING INFORMATION FORM

Please use this form to advise The Southeast Morris County Municipal Utilities Authority (SMCMUA or Authority) of a closing taking place on a property that has an account with the Authority. Please fill out this form with as much information as possible and return to the Authority. Approximately 5-7 days after the closing date listed below, a representative of the Authority will reach out to the buyers' attorney to confirm that the closing took place as scheduled. The Authority will then generate a final bill for water used at the property up to the closing date using an automatic reading system. Please be advised that if there is not a properly functioning automatic reading system on the meter at the property, a representative of the Authority will reach out to the seller and either attempt to schedule a time to have this equipment installed prior to the closing, or someone will need to meet a service person at the house on the day of the closing to obtain a read.

Fill out below information as completely as possible and save it to your computer. You can then attach this form to an e-mail and send it to customerservice@smcmua.org or you can print it out and fax it to 973-326-6864. Thank you.

Street Address of Property to be Sold: _____
Municipality of Property to be Sold: _____
Closing Date: _____
Current SMCMUA Account No.: _____

SELLER INFORMATION

Seller's Name: _____ Phone No.: _____
Seller's Attorney: _____ Phone No.: _____
Seller's Realtor: _____ Phone No.: _____

BUYER INFORMATION

Buyer's Name: _____ Phone No.: _____
Buyer's Email: _____
Buyer's Attorney: _____ Phone No.: _____
Buyer's Realtor: _____ Phone No.: _____

FINAL BILL INFORMATION – When holding escrow

Final bill to be mailed to:
Name: _____
Address: _____
City: _____ State: _____ Zip: _____

Form Submitted By: _____ Date: _____

For Office Use:

Open Balance: _____

Previous balance on prior account: _____