

## **REAL ESTATE CLOSING STATEMENT**

Borough of High Bridge Utility Department - 71 Main Street, High Bridge, NJ 08829  
**Email:** ayoun@highbridge.org – **Fax:** (908) 638-9374 – **Phone:** (908) 638-6455 x4

**PLEASE FILL OUT ONLY THE TOP SECTION above the line of stars and email/fax to the Borough Office no later than two business days before the date of closing.** It will be processed and returned to the fax numbers you provide. **Please make ONE check payable** to “High Bridge Utilities” and submit with forms to assure proper application of payment. **Solid Waste Stickers:** Seller must provide buyer with 2 stickers per week for remainder of the year OR \$2.00 per sticker for the necessary number of stickers for the remainder of the year. **Note:** Seller must provide a current Smoke Detector Certificate in compliance with NJ State Law. The Seller must also provide a Continuing Certificate of Occupancy (CCO) Permit at closing (if occupancy is changing).

Date of Closing: \_\_\_\_\_

NAME OF SELLER: \_\_\_\_\_

NAME OF BUYER: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

MAILING ADDRESS (IF DIFFERENT): \_\_\_\_\_

SELLER ATTORNEY: \_\_\_\_\_ ATTENTION: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ FAX: \_\_\_\_\_

BUYER ATTORNEY: \_\_\_\_\_ ATTENTION: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ FAX: \_\_\_\_\_

\*\*\*\*\***MUNICIPAL USE ONLY BELOW THIS LINE**\*\*\*\*\*

Utility Account #: \_\_\_\_\_ Property ID: Block \_\_\_\_\_ Lot \_\_\_\_\_

### **WATER UTILITY:**

Final Reading Taken: \_\_\_\_\_ Reading: \_\_\_\_\_

Prior Reading Taken: \_\_\_\_\_ Reading: \_\_\_\_\_

Usage (stated in units of 1,000 gallons) \_\_\_\_\_ = \$ \_\_\_\_\_

Open Account Balance \$ \_\_\_\_\_

(minimum of \$15.00 charged for 0 to 1000 gallons of usage to prorate between seller & buyer)

**DUE FOR WATER UTILITY from seller..... \$ \_\_\_\_\_**

### **SEWER UTILITY**

Period of \_\_\_\_\_ to \_\_\_\_\_

Treatment Fee (\$4.45 per unit) based on  
water usage to date of reading \$ \_\_\_\_\_

Quarterly Treatment Charge: (prorate between seller & buyer) \$ 80.00

Open Account Balance \$ \_\_\_\_\_

**DUE FOR SEWER UTILITY .....\$ \_\_\_\_\_**

### **SOLID WASTE UTILITY** (Garbage Collection)

Period of \_\_\_\_\_ to \_\_\_\_\_

Quarterly Charge: (prorate between seller & buyer) \$ 60.00

Open Account Balance \$ \_\_\_\_\_

**DUE FOR SOLID WASTE UTILITY .....\$ \_\_\_\_\_**

# ***Garbage Stickers For Closing***

**The Borough of High Bridge uses a garbage sticker program:**

- Seller must provide buyer with 2 stickers per week for the remainder of the year

**-OR-**

- \$2.00 per sticker for the necessary number of stickers for the remainder of the year
- Stickers can be purchased in the Clerk's Office

If this is not addressed at closing then the new owner will need to pay for any trash stickers they wish to use.

# ***Updating Utility Account Information***

**To update the name on the utility account (water/sewer/trash), we require one of the following:**

**1. Physical visit from the new owner with the following:**

- I.D. with name matching deed recorded with the county
- Deed, or copy of the deed, recorded with the county

**-OR-**

**2. A physical letter with the following:**

- Specifically from an attorney involved in the closing
- Requesting the utility account information to be updated as the owner has changed
- Stating the old owner's information
- Stating the new owner's information
- Sent to:

Borough of High Bridge Utility Dept.  
Utility Update  
71 Main Street  
High Bridge NJ, 08829