



1201 West Branch Road
State College, PA 16801-7697

www.scbwa.org

Telephone: 814-238-6766
FAX: 814-238-2175

June 20, 2019

TO: ALL REALTORS AND CLOSING AGENTS

RE: FINAL WATER READING REQUEST FORM

Dear Sirs/Madams:

This letter is to inform you that effective immediately we have a Final Water Reading Request Form on our website (www.scbwa.org). From our homepage, click on Customer Service, then Documents & Forms, and under the "Forms" section click on Closing Final Reading Request. THIS IS FOR CLOSINGS ONLY; forms should be emailed to customercare@scbwa.org once complete.

We hope this creates a more efficient process for ordering final readings for closings. Our intent is to reply to your email within 24 hours to acknowledge receipt of the request. If you do not have a reply after the intended turnaround time, it is your responsibility to notify us.

If a closing is postponed or cancelled call SCBWA at 814-238-6766 immediately so that we have the correct information. **Any closing that is postponed or rescheduled, after the initial reading, will have a fee of \$45.00 added for each additional reading. NO FEES WILL BE WAIVED.

If you have any questions, please feel free to call our office between 8:00 a.m. and 4:30 p.m. Monday through Friday at (814) 238-6766. Thank you for your time and consideration in this matter.

Sincerely,

A handwritten signature in black ink that reads "Katie McCaulley". The signature is written in a cursive style.

Katie McCaulley
Assistant Executive Director

Enclosures



FINAL WATER READING REQUEST

Email: CUSTOMERCARE@SCBWA.ORG

Person Requesting Final: _____

Phone # & Company Name: _____

Closing Company: _____

Contact Person & Phone #: _____

Service Address: _____

Current Owner(s): _____

Closing Date: _____

New Owners Contact Info:

Name(s): _____

Phone: _____ (Home/Cell/Work)

Email: _____

What is this property going to be for NEW OWNERS:

Primary 2nd Home Rental

If the property is going to be a 2nd HOME or RENTAL:

Owner's Primary Billing Address: _____

*****IF NO REPLY EMAIL, WITHIN 24 HOURS, STATING THAT SCBWA RECEIVED YOUR REQUEST – IT IS THE REQUESTING COMPANY’S RESPONSIBILITY TO REACH OUT VIA PHONE TO MAKE SURE THE FINAL IS SET UP*****

******IF A CLOSING IS POSTPONED/CANCELLED – CALL SCBWA @ 814-238-6766. Any closing that is postponed or rescheduled after the initial reading will have a fee of \$45.00 added for each additional reading. ****NO FEES WILL BE WAIVED******