



**DIVISION OF WATER AND SEWER UTILITIES (DWSU)  
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](mailto:WaterSewerForms@FrederickCountyMD.gov)

**PROPERTY TRANSFER REQUEST**

Date of Request: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Seller's Forwarding Address: \_\_\_\_\_

Buyer's E-Mail or Phone: \_\_\_\_\_

Buyer's Billing Address AFTER Settlement: \_\_\_\_\_

**ALL REQUIRED FIELDS ABOVE (SHOWN IN RED) MUST BE COMPLETED for this request to be processed.**

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**PROPERTY SERVED BY THE DWSU**

**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 caused by leaks. **Do not remit check for the estimated escrow amount. The ACTUAL FINAL bill will be returned to the e-mail address listed above.**

**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 the DWSU.**

The DWSU provides the following service for this account:

- \_\_\_\_\_ Water & Sewer service
- \_\_\_\_\_ Water service only - sewer service may be provided by another municipality or private septic system.
- \_\_\_\_\_ Sewer service only - water service may be provided by another municipality 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 the DWSU – DEED RECORDATION RECEIPT:**

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

Date: \_\_\_\_\_ Approved by: \_\_\_\_\_

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