



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

PROPERTY TRANSFER REQUEST

Date of Request (mm/dd/yy): _____	Company Name: _____
Phone: _____	Name of Contact: _____
Transfer Date (mm/dd/yy): _____	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
	Buyer's E-Mail: _____
	Buyer's Phone: _____
Seller's Forwarding Address: _____	Buyer's Billing Address <u>AFTER</u> Settlement: _____
_____	_____
_____	_____

ALL FIELDS ABOVE MUST BE COMPLETED for this request to be processed.

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 - Date: _____ Initials: _____ Work Order #/Date: _____

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.

Updated June 2025