

REAL ESTATE CLOSING STATEMENT

Borough of High Bridge Utility Department - 71 Main Street, High Bridge, NJ 08829
Email: ayoung@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

Landlord/Rental Information

If you intend to rent/lease space to any individual/entity, please review Ordinance 284 for annual registration and other criteria necessary to be in compliance.