

**WATER/SEWER REQUEST FOR STATEMENT OF CHARGES**

**\*Please Complete All Entries\***

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

**\*Property Address:** \_\_\_\_\_ (Address for Pay-Off)

**\*Property Tax I.D.** \_\_\_\_\_ (“Property”)

\_\_\_\_\_ **\*Multi-Family Residential** (\_\_\_\_Apartment or \_\_\_\_Condominium)  
Name of complex \_\_\_\_\_

\_\_\_\_\_ **\*Commercial**  
Name of Property (if applicable) \_\_\_\_\_

\_\_\_\_\_ **\*Single Family Residential**

**\*Requested By:** \_\_\_\_\_ (Your Name)

**\* Address:** \_\_\_\_\_

**\*Email:** \_\_\_\_\_ **\*Phone:** \_\_\_\_\_

**\*Please Make a Selection Below:**

\_\_\_\_\_ Property Owner      \_\_\_\_\_ Purchaser      \_\_\_\_\_ Tenant  
\_\_\_\_\_ Landlord      \_\_\_\_\_ Closing Attorney      \_\_\_\_\_ Lender

**NOTE: THIS SERVES AS A REQUEST FOR A STATEMENT OF OUTSTANDING WATER/SEWER CHARGES, LATE FEES, PENALTIES AND INTEREST (AS APPLICABLE) ASSOCIATED WITH THE PROPERTY LISTED ABOVE. PAYMENT IN FULL OF THE TOTAL PAY-OFF AMOUNT IS REQUIRED TO EXTINGUISH LIENS ON THE PROPERTY FOR OUTSTANDING WATER/SEWER CHARGES. PAYMENT MAY ALSO BE REQUIRED AS A CONDITION OF ESTABLISHING NEW SERVICE TO THE PROPERTY. THE PAY-OFF AMOUNT IS ONLY VALID FOR 30 DAYS FROM THE DATE OF THE STATEMENT OF CHARGES. THE CITY OF ATLANTA WILL NOT BE RESPONSBLE FOR INCORRECT OR INCOMPLETE PAY-OFF AMOUNTS DUE TO THE FAILURE OF A REQUESTING PARTY TO PROVIDE CORRECT OR INCOMPLETE PROPERTY INFORMATION. A \$10.00 CHECK OR MONEY ORDER PAYABLE TO THE CITY OF ATLANTA MUST BE SUBMITTED WITH THIS FORM TO PROCESS REQUEST AND MAILED TO ATT: FINANCE DEPARTMENT 9<sup>TH</sup> FLOOR, 72 MARIETTA STREET, ATLANTA GA 30303**

**For Internal Use Only:**

**Pay-off Request Received \_\_\_\_\_ (Date) \_\_\_\_\_ electronic \_\_\_\_\_ Letter \_\_\_\_\_ Payment**