



# TOWN OF TISBURY

Wastewater Department

BOX 788, 115 HIGH POINT ROAD  
VINEYARD HAVEN, MASSACHUSETTS 02568

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March 29, 2022

To All Town of Tisbury Wastewater Sewer Customers,

Please take due notice that the Town of Tisbury Wastewater Department now **requires** a real estate closing transaction form to be completed by the customer or their representative. The form must be completed and submitted to the Wastewater Department **prior** to all sales of properties located in the Town of Tisbury's Sewer District.

We have noted recently that multiple property transactions have occurred wherein the properties are being sold, without notification of sale given to the Wastewater Department as to any past due balance fees, or costs from the Seller. Which in turn has caused the new property owners to incur and, in many situations, absorb fees, penalties and shutoff notices without knowing until after the sale.

Due to the increase of this occurring and to avoid any costs transferred to the seller unknowingly, a final reading of the property meter is required. Verification of the reading by the seller or their representative is to be noted on the form including date, total past and current due, as well as any penalties and fees accrued. A total due at closing along with a check from the seller or their representative **SEPARATE** from all other closing costs and is required to be made out to: The Town of Tisbury Wastewater Department P.O. Box 788 Vineyard Haven MA 02568. This check should **NOT** be made out to the Town Hall **NOR** be included with any other closing costs or tax payments. This check must include the Properties wastewater account number.

In any transaction, that it is agreed upon by the buyer and seller, that the balance due will be absorbed and paid for by the Buyer or their representative, then written notice of this signed by both parties will be required as well as the real estate closing form. This notice should include total balance due as well as method and date of payment by the seller.

Please note the form and all this information is available on the Town of Tisbury Wastewater Website at [www.tisburyma.gov/wastewater](http://www.tisburyma.gov/wastewater). If you or your representative have any questions regarding this and would like to contact us to discuss any concerns you may have, we may be reached at our office Monday – Friday 7 AM – 4 PM (508) 696-4220.

Sincerely,

Jared Meader  
Tisbury Wastewater Superintendent