



TOWN OF EXETER

10 FRONT STREET

EXETER, NH 03833-2792

www.exeternh.org

February 15, 2011

Dear Owner/Tenant;

The Town of Exeter, Department of Public Works, will be billing Water/Sewer quarterly and final bills to the property owner(s) effective with your next quarterly billing. We will no longer be billing the tenant.

All charges are due and payable upon presentation of the bill and are considered past due thirty (30) days after the date of the bill. (Town of Exeter Ordinance RSA: 1605.3)

In the event of a tenant change and there is a need for a final bill, final bills are generated at the request of property owners or their representative. In order to process the final bill request, the Town must obtain a visual reading from the actual meter and not the remote. The following guidelines have been established to process final bill requests: readings will be completed within 48 hours of the request, access inside the property is necessary between the hours of 7:30 am – 2:00 pm, Monday through Friday.

The Department will not be responsible should we not be able to process a final bill request due to a failure in following the above guidelines. There will be a final bill charge of \$35.00 assessed to your account to perform the final bill process. Please contact the Water/Sewer Billing Office at (603) 773-6157 to schedule a final reading or if you need additional information.

We appreciate your cooperation and understanding as the Town strives to improve the Water and Sewer billing process.

Water/Sewer Billing Department
Department of Public Works
(603) 773-6157

PUBLIC WORKS DEPARTMENT

13 NEWFIELDS ROAD
(603) 773-6157
FAX (603) 772-1355