
CITY OF WESTMINSTER
56 W. Main St.
Westminster, Maryland 21157



TELEPHONE
Local (410) 848-9000
Baltimore Line (410) 876-1313
Website: www.westgov.com

Attention Title Companies, Attorneys, Property Managers

In order to transfer a property and record a deed, you must request a final read for water at least 48 hours prior to the settlement date. There is a \$25.00 Lien Release Fee that must be paid with the final utility bill (it will be included in the amount we provide to you).

To request a final read:

1. Go to www.westminstermd.gov
2. Click **Forms and Applications** (on the left side)
3. Click **Online Form Center**
4. Click **Final Reading Request Form**
5. Fill out the form and click **Submit**

One day prior to settlement, we will read the account and provide to you the final utility bill amount (which will include the \$25.00 Lien Release Fee).

We will not sign a lien release for the property if the account has not been read or if the final utility bill has not been paid.

Utility bills may be paid and lien releases may be signed at 56 W Main Street, Westminster MD 21157 from 8:30 am to 4:30 pm, Monday through Friday. Lien releases may also be faxed to 410-848-5345.

Lien Release forms may be obtained at <http://ccgovernment.carr.org/ccg/collect/town-release.pdf>
The Lien Release Form is required by the Carroll County Tax Office in order to record a deed. Tax bills are paid at the Collections Office of Carroll County, 225 N. Center St, Westminster, MD.