
CITY OF WESTMINSTER
45 West Main Street
Westminster, Maryland 21157



TELEPHONE:
Local (410) 848-9000
Baltimore Line (410) 876-1313
www.westminstermd.gov

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 at 45 W Main St, Westminster, MD 21157 from 8:30 am to 4:30 pm, Monday through Friday. They may also be paid online at www.westminstermd.gov or mailed in.

Lien release forms can be obtained on our website under Forms and Applications. The Lien Release Form is required by the Carroll County Tax Office in order to record a deed.