



THE BOROUGH OF HIGHLAND PARK

COUNTY OF MIDDLESEX, STATE OF NEW JERSEY

221 SOUTH 5TH AVENUE

HIGHLAND PARK, NEW JERSEY 08904

TEL. (732) 819-3787

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www.HPBORO.com

FINAL METER READING PROCEDURE

All requests for Final Readings must be made in writing. Meter Reading appointments are scheduled on a 1st come, 1st served basis. Appointments generally run Monday – Thursday between 9am – 11am, every 30 minutes. **Someone must meet the meter reader at the property to allow access to the inside meter.**

Send request to taxclerk@hpboro.com. Include the following information:

a) Address of Property & Owner's Name

b) Date and time preferred (Mon-Thur 9-11)

c) Name & cell phone # of the party who will meet the meter reader

d) Name, Fax # and E-MAIL of ALL parties to whom the Final Bill should be sent. This must be the Attorney/Title Agency/Closing Agent.

Once this application has been received and entered on the calendar, you will receive an e-mail confirming the appointment.

Final Reading fee of \$30.00 will be added to the Final Bill.