

FINAL SEWER BILL INSTRUCTIONS

(Final Sewer bills are required)

1. The resident or seller must contact AQUA so that they can set-up an appointment for them to come out and read the water meter.
2. Once the Final Water bill has been received by the resident or seller, it can then be forwarded to the Tax/Sewer Office at taxcollector@lopatcongtp.com. When emailing the final water bill please indicate how/where you would like the Final Sewer bill to be sent/emailed.
3. Once the Tax/Sewer Office receives the Final Water bill we will be able to create the Final Sewer Bill. This process usually takes about 2-3 business days.
4. When the Final Sewer bill has been completed, we will send it to you via your preferred choice.

**** Please keep in mind that we are a quarter behind when we bill. See the schedule below for your reference. ****

Q1 Billing: October -December usage

Q2 Billing: January - March usage

Q3 Billing: April – June usage

Q4 Billing: July – September usage