



# City of Boulder

City of Boulder Utility Billing  
1777 Broadway  
Boulder CO 80302  
303-441-3260  
Fax 303-441-4089

## Owner Moving Out Form

*This form is for owners renting to a tenant. If you are selling your property, please have the Title Company Title Company call Utility Billing at 303-441-3260 to provide the sale information.*

Information From:

Customer Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Property Address: \_\_\_\_\_ Owner Name: \_\_\_\_\_

Move Out Date:     -     -     

Forwarding Address: \_\_\_\_\_

New Tenant's – First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address (if different from property address) : \_\_\_\_\_

Property Manager: \_\_\_\_\_

Property Manager Phone Number: \_\_\_\_\_

Property Manager Address: \_\_\_\_\_

***\*\*Please note: A \$40 fee will be added to the bill for a final meter read/ bill. \*\****

<b>For Utility Billing Staff Use Only</b>	
Ebills	Payment Plan
Send Owner/Property Mgr letters	
Current Account balance: \$	
UTB Initials	Final Service Order #: