



**City of Boulder
Public Works – Utility Billing**

1777 Broadway
Boulder, CO 80302
utb@bouldercolorado.gov
303-441-3260
Fax 303-441-4089

Please send this form at least 48 hours prior to closing date. If the form is received after the closing date, the final bill will be processed on the following business day. Utility Billing does not do account statuses.

Property Transfer Form

For property being sold in the City of Boulder, a final water meter reading must be requested by the title company handling the transaction using this form.

Date submitted: _____

Property address: _____

Seller's Name: _____

Closing Date: _____

Title Company: _____

File Number: _____

Title Company Contact Person: _____

Title Company Mailing Address: _____

Title Company Phone Number: () _____

Title Company Email Address: _____

Buyer One - First Name: _____

Last Name: _____

Buyer Two - First Name: _____

Last Name: _____

Buyer's Phone Number: () _____

Buyer will occupy

Rent Back (Seller will occupy)

Buyer will not occupy

Mailing Address, if not occupying: _____

For Utility Billing Staff Use Only (Form will be returned in 48 hrs)

Date Received: _____

Date Processed: _____

Date of last reading: _____

Average bill amount: \$ _____

Final Read Fee \$ _____

Current Account balance: \$ _____

Previous tenant outstanding balances: \$ _____

Total outstanding balance: \$ _____

Services:

Water

Wastewater

Stormwater

Service Order #:

UTB Initials:

Return Date:

There is a fee for final water meter readings.