



*Please send form at least 48 hours prior to closing date.  
 The City of Boulder does not do account statuses.*

## Property Transfer Form

Property address: \_\_\_\_\_ Sellers Name: \_\_\_\_\_

Closing Date: \_\_\_\_\_

Title Company: \_\_\_\_\_

File Number: \_\_\_\_\_

Title Company Contact Person: \_\_\_\_\_

Title Company Mailing Address: \_\_\_\_\_

Title Company Phone Number: (        ) \_\_\_\_\_

Title Company Fax Number: (        ) \_\_\_\_\_

Buyer One - First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Buyer Two - First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Buyer's Phone Number: (        ) \_\_\_\_\_

Buyer will occupy

Buyer will not occupy:

Mailing Address, if not occupying: \_\_\_\_\_

<i>For Utility Billing Staff Use Only</i>	
Date Received: _____	Date Processed: _____
Date of last reading: _____	Average bill amount: \$ _____
Current Account balance: \$ _____	
Previous tenant outstanding balances: \$ _____	
Total outstanding balance: \$ _____	
Services: <input type="checkbox"/> Water <input type="checkbox"/> Wastewater <input type="checkbox"/> Stormwater	Service Order #: _____ UTB Initials: _____ Return Fax Date: _____

***There is a \$39.00 final read fee that the seller is responsible to pay.***