



REQUEST FOR FINAL BILLING DUE TO  
CHANGE IN PROPERTY OWNERSHIP

Date of Request: \_\_\_\_\_  
(PLEASE ALLOW AT LEAST 72 HOURS TO PROCESS THE REQUEST)

Service Address: \_\_\_\_\_

Account Type (please X current use):

Residential single-family \_\_\_\_\_ Residential w/Accessory Structure \_\_\_\_\_

Residential multi-family \_\_\_\_\_ Irrigation only \_\_\_\_\_ Commercial \_\_\_\_\_

Name of Seller(s): \_\_\_\_\_

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

Date Final Billing Needed: \_\_\_\_\_

Name of Buyer: \_\_\_\_\_

Buyer's Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Buyer's Email Address: \_\_\_\_\_

Closing Company: \_\_\_\_\_

Person making this request: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Other Information / Comments:

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Finance Dept. use only Date & Initial      Inhance Account number: \_\_\_\_\_

Final Billing Request Received \_\_\_\_\_      Final Meter Reading request sent \_\_\_\_\_

Final Meter Reading Received \_\_\_\_\_      Final Bill emailed \_\_\_\_\_

Final Bill Paid \_\_\_\_\_      New account created \_\_\_\_\_

New Account packet sent \_\_\_\_\_      Account type (circle) SF MF SFw/ADU Comm Sewer Only