



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

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

*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 Fax Number: (     ) \_\_\_\_\_

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.*