

REQUEST FOR FINAL BILLING



Finance

WATER/SEWER/TRASH/STORM DRAINAGE

DATE OF CLOSING: _____
PROPERTY ADDRESS: _____
SELLER'S NAME: _____
BUYER'S NAME: _____
TITLE COMPANY: _____ FILE #: _____
Person to Contact: _____
PHONE #: (____) _____ FAX #: (____) _____

24 HOURS NOTICE IS REQUIRED FOR ALL METER READINGS

EAST OF 17TH AVENUE: Most of the meters are inside the houses; therefore, someone (realtor or seller) needs to be there to let the meter readers in to read the meter.	
THESE APPOINTMENTS ARE VERY IMPORTANT AND NEED TO BE KEPT; OTHERWISE, THE CITY WILL NOT BE ABLE TO PROVIDE A FINAL BILLING.	
REQUEST METER TO BE READ ON DATE:	Phone/Cell of Contact: _____
7:30 – 8:30 AM _____	OR 12:30 – 1:30 PM _____
PERSON TO BE THERE:	PHONE #:

WEST OF 17TH AVENUE: Most meters are outside in pits; therefore, someone is not required to be there to let the meter readers in to read the meter.
REQUEST METER TO BE READ ON DATE: _____

Readings are taken on Monday through Friday, except holidays. Contact City of Evans Utility Billing with any questions. To be completed by the City of Evans:

1100 37th Street, Evans, CO 80620
Phone: (970) 475-1102
Fax: (970) 330-3472
Email: finals@ci.evans.co.us

To be completed by the City of Evans:
ACCOUNT NUMBER:
FINAL AMOUNT DUE:
Date Faxed: _____ Initials: _____