

# Final Utility Bill Request

Contact Utility Billing at (425) 806-6881



City of Bothell™

Please Mail ALL Escrow Payments to Physical Address:  
18415 - 101st Ave NE, Bothell, WA 98011

Email completed form to [utilities@bothellwa.gov](mailto:utilities@bothellwa.gov) or fax to (425) 402-4577

Today's Date:	Requestor:
Phone #	Escrow Agency:
Fax #	Escrow address:
Service Address:	
Escrow #                      Parcel #	Closing Date:
Seller:	Buyer:
Seller forwarding address:	Buyer address if different from service address:
Seller phone #:	Buyer phone #:
<b>PLEASE NOTIFY UTILITY BILLING IMMEDIATELY IF THE CLOSING DATE CHANGES OR THE ACCOUNT WILL BE CLOSED AS OF THE DATE REQUESTED ON THIS FORM.</b>	

**City Use Only Below**

ACCOUNT :		ESTIMATED PER DIEM CHARGE:	
CUSTOMER ID :			

<b>PREVIOUS BALANCE</b>	
<b>SEWER FINAL BILL AMOUNT</b>	
<small>Dates:</small>	
<b>WATER FINAL BILL AMOUNT</b>	
<small>Dates:</small>	
<b>CLOSING READ FEE</b>	
<b>OTHER</b>	
<b>TOTAL AMOUNT:</b>	

<b>FINAL READ DATE</b>	
<b>Final Read</b>	
<b>Read By</b>	

Customer authorizes City of Bothell to charge a **\$40 final water meter read fee**. This fee is non-refundable and applies to final bill requests.

Date Completed:

Completed by:

**Please defer sending payment until you receive the actual final bill. Thank you.**

WATER & SEWER ACCOUNT \_\_\_\_\_

WATER ONLY ACCOUNT \_\_\_\_\_

SEWER ONLY ACCOUNT \_\_\_\_\_

\*No final read charge for sewer only accts

Unless the seller and the buyer have waived the services of a closing agent, the closing agent shall submit a written request for final billing. Where a closing agent is not used, either party may submit a written request. The utility will provide a written estimated or actual final billing within seven business days of receipt of a written request (if received by mail) or three business days (if received by fax or email) **prior** to the closing date. (RCW 60.80.010)