



City of Bothell™

FINAL UTILITY BILL REQUEST

Utility Billing (425) 806-6881

Please Mail ALL Escrow Payments to Physical Address:
18415 - 101st Ave NE, Bothell, WA 98011
 Email completed form to: Utilities@bothellwa.gov or Fax to: (425) 402-4577

Today's Date:		Requestor:	
Phone #:		Escrow Agency:	
Fax #:		Escrow Email:	
Escrow #:		Parcel #:	Closing Date:
Service Address:		Escrow Address:	
Seller:		Buyer:	
Seller Forwarding Address:		Buyer Address:	
Seller Phone#:		Buyer Phone:	

**PLEASE NOTIFY UTILITY BILLING IMMEDIATELY IF THE CLOSING DATE CHANGES
 OR THE ACCOUNT WILL BE CLOSED AS OF THE DATE REQUESTED ON THIS FORM.**

CITY USE ONLY BELOW

ACCOUNT #:		CUSTOMER ID:		ESTIMATED PER DIEM CHARGE	
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PREVIOUS BALANCE:		
SEWER FINAL BILL AMOUNT:		
Dates:		
WATER FINAL BILL AMOUNT:		
Dates:		
CLOSING READ FEE:*		
OTHER:		
TOTAL AMOUNT:		

FINAL READ DATE:	
Final Read:	
Read By:	

*Customer authorizes City of Bothell to charge a **\$50 final water meter read fee**. This fee is non-refundable and applies to final bill requests.

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

Date Completed:		Completed By:	
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Select Account Type: Water & Sewer Water Only Sewer Only *No final read charge for sewer only accounts.*

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)