



Property Owner's Request for Unpaid Service Charges

I, _____ (print name) am the property owner/account holder at _____ (service address) and I am requesting the amount of any and all unpaid service charges at the above address **as of the date of this request**. My last four numbers of my SSN or my unique account identifier is _____. I am selling the property on (date) _____. I understand that **I must contact City of Fountain Utilities requesting the final read* before this request can be processed**. This request shall serve as authorization for you to communicate with my Title Company and to release **all** utility account information to them.

Please email/fax the requested information to:

- ❖ (Name) _____
- ❖ (Email address/ Fax number) _____

Owner's/Account holder's Signature**

Date

TO BE COMPLETED BY FOUNTAIN UTILITIES

Amount owed _____

Account Finaled: Yes ___ No ___ Date _____

Comments _____

Additional Accounts/Amount owed(s), subject to lien _____

Additional Comments _____

Please allow 1-2 Business Days to Process This Request

***Final bills are generated 2-3 days after a final read is requested by account holder. If applicable, please return this form with your check.**

Utility Staff Signature _____

Date _____

**If signed by owner representative, appropriate documentation must be on file with Fountain Utilities

City of Fountain Utilities: Phone: (719) 322-2010 Fax: (719) 322-2011 email:customerservice@fountainutilities.org

Please do not alter this form. Last Revision 7/15/2021 MV Approved by City Attorney TJ