



Send Completed Forms to:

utiladmin@bellevuewa.gov

Use the "Submit" button @ the bottom of the form.

ESTIMATED AND/OR FINAL UTILITIES BILL REQUEST

- All required information must be provided to receive an estimated or final closing bill.
- Estimates for closings more than 45 days from today's date cannot be completed.
- If this is a final bill request, you must complete the section titled "Final Bill Request".
- You ***must*** submit requests using this form. Do not use your own request form.

Internal Use Only

Cycle #:

(*Required Field)

***Date of Request:**

*This is:

an Estimate Request

a Final Bill Request

CONTACT INFORMATION:

*Escrow Company Name

*Agent Name:

*Agent Email:

*Agent Phone #:

Agent Fax:

****Note: Escrow Agency responsible for notifying Bellevue Utilities Department of any significant closing date changes.**

PROPERTY AND SALE INFORMATION:

*Estimated Closing Date:

Escrow #:

(Please Note: Estimated closing may not be more than 45 days from today's date)

*Service Address:

APN/Parcel ID:

*Seller/Account Holder:

*Buyer's Full:

Forwarding Address:

Names:

FINAL BILL REQUEST: (Only respond to this section if the property sale is complete and you are requesting a closing bill.)

Escrow

Agent

Email

*Actual Closing Date:

Address

BILLING CHARGES: [DO NOT COMPLETE; THIS SECTION FOR UTILITIES DEPARTMENT USE ONLY]

[Select Bill Type] Charges
through Closing Date:

Total Billing through Closing

\$ _____

Per Diem Charges:

\$ _____

REMIT PAYMENTS TO:

City of Bellevue Utilities
PO Box 1500
Hemet, CA 92546

Escrow Line: (425) 452-6973

Escrow Email:

utiladmin@bellevuewa.gov

SUBMIT

Account #:

APN/Parcel ID:

How to Submit an Escrow Closing Request:

- You ***must*** submit requests using this form. Do not use any other request form.
- Use the **"Submit"** button at the bottom of the request.

Information about Estimated Closing Charges

- The amount due on the final bill may be greater than the estimated amount.
- The estimated closing charges are based on current account history on the account and may not include adjustments or other charges before the account is closed.

This estimate DOES NOT close the account for the property.

- It is the responsibility of the Buyer, Seller, or Escrow Agent to close the account.
- If you are an Escrow Agent closing the account on behalf of the seller, you must make your request in writing. Escrow Agents should complete the **Final Bill Request** section of this form and remit to Bellevue Utilities.
- If a Buyer or Seller is closing the account, they should call (425) 452-6973.

Payment of Final Bills should be mailed to:

Regular Mail:

City of Bellevue Utilities
PO Box 1500
Hemet, CA 92546

Overnight Service: (FedEx, etc.)

City of Bellevue Utilities Payment
450 110th Ave NE
Bellevue, WA 98009-9012