



SEATTLE PUBLIC UTILITIES FINAL BILL REQUEST

City of Seattle
Seattle Public Utilities

- Only use this form if the sale is complete, and you are requesting a final bill.
- This request should **NOT** be made more than 3 days in advance of the sale
- If you need an **estimated** closing amount, use the [Online Escrow Estimator](#)
- All required information must be provided to complete this request
- A meter read is required for the final bill, there is a **\$100 charge** if SPU reads the meter
- Send completed final bill requests to: spu_escrow_finalbill@seattle.gov or Fax 206-470-6783
- Have questions? Escrow Agents can call the Escrow Line: 206-684-3192

**Required Field*

Contact Information

***Escrow Company Name and Address:**

***Agent Name:**

***Agent Email:**

***Agent Phone:**

Agent Fax:

Property and Sale Information

Account Number:

Escrow #:

***Service Address:**

***Seller's Full Name (or full business name):**

Seller Forwarding Address:

***Buyer's Full Name(s):**

Buyer's Current or Previous Address:

***Closing Date:**

A **valid meter read is required to receive a final bill. If a **valid** meter read is not provided with this request, SPU will read the meter and a **\$100** fee will be charged.*

SPU Meter Read

Customer Read:

For SPU Use Only

Request not processed because:

Response Date:	Email	Fax
Notes:		

Please correct the information and resubmit your request if necessary.



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Information about final bills:

- The amount due on the final bill might be greater than the estimated closing charges amount.
- The final bill charges may differ from the estimated closing charges. Estimated closing charges are based on the current bill history at the property at the time of the estimate request, and might not include adjustments and charges applied before the account is closed.
- If the water service is currently turned off, there may be a meter reset fee of approximately \$222 applied to the account before closing (fee varies depending on the size of the meter).
- Payment of final bills should be mailed to the following address:

Regular Mail

Seattle Public Utilities
P.O. Box 94768-7068
Seattle, WA 98124-7068

Overnight Service (Fed Ex, etc)

City of Seattle – Treasury Cashier
700 5th Avenue, Suite 4250
Seattle, WA 98124

Closing the account

- It is the responsibility of the Buyer, Seller, or escrow agent to contact Seattle Public Utilities to close the account.
- If Escrow Agents are closing the account on behalf of the seller, you must make your request in writing. You can complete a copy of this Final Bill Request online and email or fax it to:
 - **Email:** spu_escrow_finalbill@seattle.gov
 - **Fax:** 206-470-6783
- If the Buyer or Seller is closing the account, they should use the online open/close form or call 684-3000.

A valid meter reading is REQUIRED to close an account and receive a final closing bill.

- The customer, agent, or SPU staff may supply a meter reading.
- If there isn't a meter reading supplied with the closing bill request, SPU will read the meter.
- SPU will charge a fee for a closing bill meter read. The fee is charged to the Seller's account.
- The current charge for SPU to read the meter is **\$100.00**