



## Property Owner's Request for Unpaid Service Charges

I, \_\_\_\_\_ (print name) am the property owner and/or the account holder at \_\_\_\_\_ (service address). If I am not the actual account holder and the account is in a tenant's name, that name is (print name) \_\_\_\_\_.

I am requesting the amount of all unpaid service charges and potential lien-able amounts owed at the above address **as of the date of this request**. My last four numbers of my SSN or my Customer Number is \_\_\_\_\_. I am selling the property on (date) \_\_\_\_\_. I understand **that the account holder must contact City of Fountain Utilities requesting the final read\* before final amounts owed can be provided**. 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 to:**

- ❖ (Name) \_\_\_\_\_
- ❖ (Email address) \_\_\_\_\_

\_\_\_\_\_  
 Owner Signature\*\* Date

### TO BE COMPLETED BY FOUNTAIN UTILITIES

**Amount owed under Account Holder:** \_\_\_\_\_

**Account Finaled: Yes** \_\_\_ **No** \_\_\_

Comments/Acct Number \_\_\_\_\_

**Additional Accounts/Amount owed(s), subject to lien** \_\_\_\_\_

Additional Comments/Acct Number(s) \_\_\_\_\_

### Please allow 1-2 Business Days to Process This Request

*\*Final bills are generated 2-3 days after a final read is requested by the 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 email: customerservice@fountainutilities.org

Please do not alter this form. Last Revision March 2024 MV Approved by City Attorney TJ