



City of Monte Vista
cityofmontevista.colorado.gov/

95 West First Ave. Monte Vista, CO 81144
719-852-2692

To request a final billing for a property transferring ownership, please complete the information below and fax or email to: **FAX: 719-852-6171–Attn: Michelle Sechrist** or **E-mail to msechrist@ci.monte-vista.co.us**

Please send request at least 3 BUSINESS DAYS prior to the date needed for information.

IF TRANSFER OF OWNERSHIP DOES NOT TAKE PLACE, NOTIFY THIS OFFICE IMMEDIATELY.

If any information changes after having sent this request, please notify this office so it can be corrected. If you have any other questions, please contact us at 719-852-2692.

ADDRESS OF PROPERTY: _____

NAME OF SELLER: _____

NEW ADDRESS FOR SELLER: _____

NAME OF BUYER: _____

ADDRESS FOR BUYERS STATEMENT: _____

PHONE NUMBER FOR BUYER: _____

WILL PROPERTY BE OWNER OCCUPIED OR RENTAL: _____

DATE YOU NEED INFORMATION * _____

(*Final meter reading will be taken prior to this date in order to bill seller's consumption.)

ACTUAL CLOSING DATE: _____

FAX / EMAIL FOR FINAL BILLING: _____

NAME OF TITLE COMPANY: _____

NAME AND PHONE NUMBER
OF PERSON HANDLING CLOSING: _____

Amount shown on final bill is due from the SELLER. The monthly base charges will be prorated to the date of closing and the actual consumption up to the request date will be billed to the seller. The buyer will receive a regular bill at the beginning of next month for their portion of the prorated month, as well as the base charges for following month. Base charges are always billed in advance; usage is billed in arrears. If the seller has a credit balance that amount is to be charged to the buyer and the credit will be transferred to the buyers account in order to zero, the sellers account.