



TOWN OF COUPEVILLE UTILITIES

FINAL BILL REQUEST

- Submit this form to the Utility Clerk via email **at least five (5) business days before closing** to allow for scheduling of water meter reading and bill calculation. Otherwise, the Town cannot guarantee appropriate allocation of fees.
- If the closing date is moved to be **sooner**, contact Coupeville Town Hall as soon as possible to ensure availability of final bill on closing date. If the closing date is moved to be **later**, simply email the Utility Clerk.
- All required information must be provided to complete this request.
- If you require an **estimated** closing amount, email the Utility Clerk and allow 1-2 business days for the request to be completed. The Utility Clerk will notify all escrow/title offices in the event of a planned, extended absence.

***Required Field**

***Escrow Company Name:**

Agent Name:

Agent Email:

Property and Sale Information

***Service Address:**

***Closing Date:**

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

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

***Buyer's Preferred Billing Address:**

Buyer Contact Information (At minimum, please provide one phone number.)

***Phone Number:**

Email Address:

Notes:

For ToC Use Only		Final Bill
Receipt Date:	Is Historic Property	Sent: ____ Date: ____ Notes: _____
PW:	Notified Assistant Planner	
Welcome Packet Sent Date: _____		

Town of Coupeville
4 NE Seventh Street
Coupeville, WA 98239

www.townofcoupeville.org

Utility Clerk
(360) 678-4461 x106
utilityclerk@townofcoupeville.org

Clerk-Treasurer
(360) 678-4461 x107

Updated 10.8.2025

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