



Utility Billing Request for Final Water Meter Read

Applicant Name: _____

Service Address: _____

Date of Final Meter Read: _____ Account Number: _____

Best Phone No.: _____ Email: _____

Are you a tenant moving from this location? Yes No

Are you the owner selling this property? Yes No

If you are selling this property, please indicate the title company working on this sale

YOU MUST PROVIDE YOUR FORWARDING ADDRESS:

Mail to: _____

Street Address: _____

City: _____ City: _____ Zip: _____

PLEASE NOTE: All requests for final meter reads must be received at least two (2) days prior to the requested read date. Final water bills will be sent to your forwarding address within seven (7) days of the final read date. Finals are payable upon receipt. If you had ACHA payment arrangements in the past, this arrangement will be cancelled upon creation of the final bill and you must pay the final bill by cash or check.

Additional Comments:

Signature of Applicant

Date

Complete, sign, and mail to: City of St. Joseph Utility Billing Department, 700 Broad Street, St. Joseph, MI 49085 or fax to 269-985-0347.