



# FINAL UTILITY BILL -rental unit only-

The cost for the final read is \$35.00  
Payment may be submitted online or in person at City Hall  
A minimum of 3 business days is required per request.

Today's Date:\*

Name of Property Owner(s):\*

Property Address:\*

Grayling, MI 49738

Move In/Move Out Date:\*

check one:

Moving In

Moving Out - \$35 fee

Tenant's Name:\*

Mailing Address:\*

Phone Number:\*

Person Completing Form:\*

I am the:

Landlord

Tenant

## \*\*\*RENTAL UNIT FORM ONLY\*\*\*

In requesting a final meter read, the \$35 processing fee is generally the responsibility of the person(s) wishing to have the account taken OUT of their name and put into another person's name, relieving obligation of future usage. Property owners (landlords) are able to apply the \$35 processing fee to the final utility bill generated in their name when a new tenant is moving in. (ie. Water/Sewer account is in landlord's name, submits final read request, final bill generated with \$35 fee added, account is taken out of landlord's name and new account is created for new tenant). Only property owners may request to have \$35 fee applied to final bill due to the utility bill staying with the property, and if it goes unpaid, will be applied to the property taxes with additional fees.

**\*Required information.** Limit of 1 property per form. Required fee(s) must be paid in full prior to release of information. A delay in processing may occur if all necessary information is not included when submitting request.

Once form is complete you may e-mail it to [utilitybilling@cityofgrayling.org](mailto:utilitybilling@cityofgrayling.org) or fax it to (989) 348-6752.

Property Sales: City of Grayling is not responsible for identifying other accounts associated with the real estate sale in question. It is a requirement of the Seller to disclose all account/amount associated with the sale of property. Failure to receive a bill does not relieve the obligation of its payment. If outstanding amounts are not paid at closing, they will transfer to the new owner at the time the sale is closed. This should be noted by all attorneys, realtors or others representing a seller or buyer.

\*My signature indicates all information is complete and accurate to the best of my knowledge\*

Signature

Date

1020 City Blvd • PO BOX 549 • Grayling • MI • 49738 • (989) 348-2131 • [Cityofgrayling.org](http://Cityofgrayling.org)