



**CITY OF GRAYLING**

1020 City Blvd - PO Box 549

Grayling, MI 49738

Phone - (989) 348-2131 Fax - (989) 348-6752

**FINAL UTILITY BILL AND/OR  
CLOSING DOCUMENT POLICY**

Approved by City Council 1-14-2019; Effective 1-14-2019

We are updating our policy due to a high volume of requests for final utility bills/meter reads.

When requesting a final utility bill/meter read, past billing history, current and/or past property tax bill information, etc. please complete the required **'Request for Final Utility Bill/Meter Read'** form. Forms are available online at [cityofgrayling.org](http://cityofgrayling.org) or at City Hall.

Submit your request via email to [grayling@cityofgrayling.org](mailto:grayling@cityofgrayling.org) or by fax (989) 348-6752.

There will be a minimum fee of \$35.00 for each property address requiring a final utility bill/meter read. Other fees may apply if noted on request.

A minimum of 3 business days is required per request. A delay in processing may occur if all necessary information is not included when submitting your request.

Limit of 1 property per form.

Payments can be made online or in person at City Hall. Required fee(s) must be paid in full prior to the release of information.



## FINAL UTILITY BILL AND/OR CLOSING DOCUMENT

The cost for the final read is \$35.00 (other fees may apply if noted)  
Payment can be submitted online or in person at City Hall  
A minimum of 3 business days is required per request.

Date:\*

Name of Property Owner(s):\*

Property Address:\*

Mailing Address:\*

Parcel#:

Last Day of Occupancy and/or Closing:\*

Name of New Owner/Tenant:\*

New Billing Address:\*

Mailing Address:\*

Name of Company Requesting (if applicable):\*

Contact Person:\*

Phone Number:\*

Please send information via:      Mail      Email      Fax      Pick up at office

Additional Information:

Check all that apply:

**Final Utility Read/Bill \*\$35.00 fee**

**Utility Bill History**

**Previous Tenant Delinquent Utility Balance (if applicable)**

**Current tax bill**

**Previous year(s) tax bill(s)**

**Assessor's Record Card \*additional fee of \$2.00**

**Other**

**\*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 [grayling@cityofgrayling.org](mailto:grayling@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.*

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