



# SEATTLE PUBLIC UTILITIES ESTIMATE REQUEST

City of Seattle  
Seattle Public Utilities

Receive your estimate immediately by using the [Online Escrow Estimator!](#)

- All required information must be provided to receive an estimated closing amount
- If this is a final bill request, you must use the "[Public Utilities Final Bill Request](#)" Form
- A meter read is required for the final bill, there is a **\$100 charge** if SPU reads the meter
- Send completed estimate request forms to: [spu.escrow@seattle.gov](mailto:spu.escrow@seattle.gov) or Fax 206-470-6783
- Have questions? Escrow Agents can call the Escrow Line: 206-684-3192

*\*Required Field*

## Contact Information

\*Escrow Company Name and Address:

\*Agent Name:

\*Agent Email:

\*Agent Phone:

Agent Fax:

## Property and Sale Information

\*Estimated Closing Date:  
*(no more than 60 days from today)*

Escrow #:

\*Service Address:

\*Seller's Full Name (or Full Business Name):

\*Buyer's Full Name(s):

Buyer's Current Address/Phone Number:

### Estimated Closing Charges

Total Estimated Amount: \$

Per diem Amount: \$

Outstanding Charges: \$

Per diem valid through:

**Request not processed – see reason below, fix and resubmit if necessary**

### For SPU Use Only

Account Number:

Resp Date:

Email

Fax

### Request not processed because:

**Please correct the information and resubmit your request if necessary.**



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## Information about Estimated Closing Charges:

- The amount due on the final bill might be greater than the estimated closing charges amount.
- The estimated closing charges are based on the current bill history at the property, and might not include adjustments and charges applied before the account is closed.
- If the water service is currently turned off, there may be a meter reset fee of approximately \$222 applied to the account before closing (fee varies depending on the size of the meter), which may not be reflected in the estimate.

## An Estimate DOES NOT close the account for the property.

- It is the responsibility of the Buyer, Seller, or escrow agent to contact Seattle Public Utilities to close the account.
- If Escrow Agents are closing the account on behalf of the seller, you must make your request in writing. You can fill out a copy of the Escrow Final Bill Request form online, and email or fax it to:
  - **Email:** [spu\\_escrow\\_FinalBill@seattle.gov](mailto:spu_escrow_FinalBill@seattle.gov)
  - **Fax:** 206-470-6783
- If the Buyer or Seller is closing the account, they should use the online open/close form or call 684-3000.
- Payment of final bills should be mailed to the following:

### Regular Mail

Seattle Public Utilities  
P.O. Box 94768-7068  
Seattle, WA 98124-7068

### Overnight Service (Fed Ex, etc.)

City of Seattle – Treasury Cashier  
700 5th Avenue, Suite 4250  
Seattle, WA 98124

## A current meter reading is REQUIRED to close an account and receive a final closing bill.

- The customer, agent, or SPU staff may supply a meter reading.
- If there isn't a meter reading supplied with the closing bill request, SPU will read the meter.
- SPU will charge a fee for a closing bill meter read. The fee is charged to the Seller's account.
- The current charge for SPU to read the meter is **\$100.00**.