



Town of Collbran

1010 High Street Phone: 970-487-3751
PO Box 387 Fax: 970-487-3380
Collbran, CO 81624

The Town of Collbran requests that all title companies inform the Town Hall of any upcoming closings of properties so we can do our part in making sure everything goes smoothly. We ask that they give us two days in advance so we can complete all of our paperwork in a timely manner and get the correct information to you.

To obtain final numbers to be able to create a final bill we request two days notice. The process should go as follows:

1. Title Companies notifying Town of Collbran of impending closings.
2. The Town of Collbran will then supply the blank Utility Change Form that needs to be completed.
3. Title Companies forward the completed Utility Change Form and Warranty Deed to the Town of Collbran.
4. The Town of Collbran completes the Final Bill and sends it to the Title Company.
5. Title Company collects the amount due on the final bill along with the \$100 deposit.

Please contact the administrative assistant by email at admin@townofcollbran.us or by calling 970-487-3751.

Thank you,

Collbran Town Hall

Town of Collbran Utility Change Form

NEW CUSTOMER INFORMATION

Owner of Property: _____

Occupant (if different than owner): _____

Service Address: _____

Mailing Address: _____

***** Please note that a PO Box is required for any residents within the Town Limits.**
City, State, and Zip Code: _____

Phone Number: _____

Owner's Signature: _____

New/Change/Cancel Services: Water
 Sewer

Amount Due by Buyer: \$100.00 Deposit

All new accounts will be charged a \$100.00 deposit per unit. Deposit will be forfeited when utility account becomes delinquent. If water must be shut off due to non-payment a new deposit of \$100.00 will be due prior to water services being reconnected.

OFFICE USE ONLY FINAL BILLINGS

Title Company: _____

Name: _____

Phone: _____ Fax: _____

Seller Name: _____

Seller's Address: _____

City, State, and Zip Code: _____

Closing Date: _____ Possession Date: _____

Final Due by Seller: _____

Route # _____ Account # _____ Deposit Paid _____ Final Paid _____