



## Town of Collbran

1010 High Street  
PO Box 387  
Collbran, CO 81624

Phone: 970-487-3751  
Fax: 970-487-3380

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The Town of Collbran requests that all title companies inform Town Hall of any upcoming closings of properties so we can do our part in making sure everything goes smoothly. We ask for at least **two days advance notice** so that we may gather the needed information in time for the closing.

### Process for Utility Change

1. Title Company contacts Collbran Town Hall to notify the Town of an upcoming closing.
2. Town of Collbran will supply the required Utility Change Paperwork to be completed by the Title company.
3. Title Company will provide digital copies of the completed Utility Change Paperwork and Warranty Deed **on the day of closing or within 24 hours of closing** to the Town of Collbran at the address [admin@townofcollbran.us](mailto:admin@townofcollbran.us).
4. Once the completed Utility Change Paperwork has been received, the Town of Collbran will complete the Final Billing Process for the seller and provide the final utility statement back to the Title Company.
5. Title Company will then mail the hard copies of the Warranty Deed and Utility Change Forms to Collbran Town Hall **with the checks for the following:**
  - a) **The Final Bill for the Seller's Account**
  - b) **The required utility deposits for the Buyer's Account**

Please contact the administrative assistant by email at [admin@townofcollbran.us](mailto:admin@townofcollbran.us) or by calling Town Hall at (970)487-3751.

Thank You,  
Collbran Town Hall

# Utility Change Form

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Title Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Closing Address: \_\_\_\_\_

Closing Date: \_\_\_\_\_

Seller's Name & Forwarding Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Final Amount Paid : \_\_\_\_\_ Date Paid: \_\_\_\_\_

**Amount Due by Buyer: \$100.00 Deposit**

*All new accounts will be charged a \$50 deposit per utility, a total of \$100 for water and sewer services. Deposit will be forfeited when utility account becomes delinquent. If water must be shut off due to non-payment a new deposit of \$100 will be due prior to water services being reconnected.*

**BUYER/ NEW CUSTOMER INFORMATION**

Owner of Property: \_\_\_\_\_

Occupant (if different than owner): \_\_\_\_\_

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

Deposit Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_

