



UTILITY STATUS AND FINAL BILLING FOR PROPERTY SALES REQUEST FORM

Information for the Seller:

- Cancel automatic or reoccurring payments (Xpress Bill Pay or your financial institution)
- Disable notifications associated with the account (Xpress Bill Pay)
- The property owner is responsible for amounts owed up to and including closing date

Information for the Buyer:

- A transfer fee of \$10 will be applied to your first billing statement. Payments are due by the 25th of each month. Late fees are assessed on the 26th of each month. Xpress Bill Pay flier attached for reference.
- Some utility customers require a PO Box by USPS. Contact USPS for additional information.

Information for Title Company:

- **DO NOT SUBMIT PRIOR TO 10 DAYS BEFORE CLOSING**
- Utility services include water base/usage, sewer base/usage, local storm/authority storm drainage
- Warranty Deed is required within 72 hours of closing
- If closing is cancelled/rescheduled, notification is required within one business day
- Final Bill will be generated when warranty deed is received, and services are transferred to the buyer
- All requests and documents must be sent to utilities@wellingtoncolorado.gov
- Remit payment to **Town of Wellington, PO BOX 127, Wellington, CO 80549**

Title: Complete all required fields (*) and return to Town of Wellington Utilities

Forms with missing or incomplete fields will be returned to the Title Company

* Title Company	
* Requestor's Name	
* Requestor's Email & Phone	
* Estimated Closing Date	
* Property Address	
* Seller's Name	
* Seller's Forwarding Address	

* Buyer's Name (1)		Buyer's Name (2)	
* Primary Email		* Primary Phone	
* NEW Mailing Address			

Town of Wellington Utilities: Complete and return to Title Company

Date Received	
Account Number	
Final Bill Estimate	
Service Period	
Last Payment Date	

(Updated 2.19.25)

ANNOUNCING THE EASIEST WAY TO PAY YOUR BILL

Our online bill pay option saves you time and gives you more flexibility in how you pay your bill.

If you have an Internet connection and an email address, you can pay your bill online. You are also able to “opt in” to paperless billing and receive an email notification when your bill is ready to view. It’s fast, it’s easy, and you no longer have to write a check each month or find a stamp when it’s time to send in your payment.

HOW IT WORKS

We have partnered with Xpress Bill Pay, the premier provider for online bill payment.

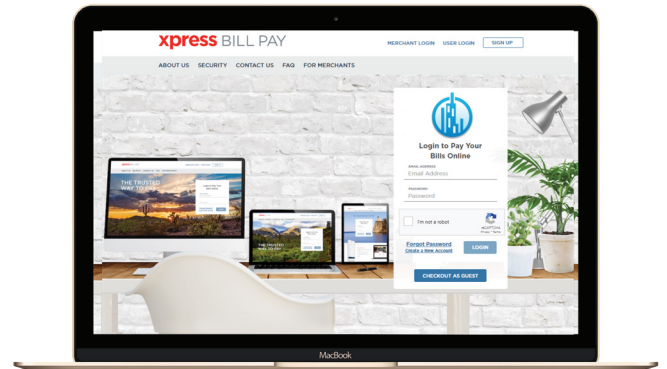
When you sign up for online bill payment you’ll create a secure password that you use to access your personal account at www.xpressbillpay.com. Every month we’ll send you a reminder email to let you know when your bill is online.

Then, just log in through your Web browser or the Xpress Bill Pay Mobile App and view your bill. Select a payment type — credit card, debit card, or electronic funds transfer — enter the information, and you’re done! It’s that easy, and it only takes you a few minutes each month.

We’re offering this service at the request of customers like you. Sign up today to see why so many people consider this method as the best way to pay their bills.

ONLINE BILL PAYMENT FACTS

- To sign up for online bill payment, go to www.xpressbillpay.com
- You can pay your bills with a credit or debit card, or you can transfer funds directly from your checking account.
- You can pay your bill from anywhere. Customers outside the U.S. can contact our Payment Center anytime to make a payment or to set up an Auto Pay.
- After you complete the transaction, you can receive an email receipt to confirm the payment went through.
- You can view up to a year’s history of your account online, so you can compare your current bill to a year ago.
- If you’d like, you can select the Auto Pay option and your bill will be paid automatically each month.



WHAT TO DO NEXT

1. Go to www.xpressbillpay.com
2. Click on the “Sign Up” button on the top of the home screen. Fill in the email and password fields, then click in the “I’m not a robot” box and follow the prompts.
3. Complete the short registration form and click “Next.”
4. Go to your inbox and open the verification email then click “Verify Email”. Then select “Continue” to log in.
5. Select your billing organization and follow the prompts for linking your bill.
6. Once your bill is added to your account, you can add another bill, view and pay your bill online, or setup a recurring auto payment schedule.

AND THERE'S MORE!

Although we encourage creating an account to get the most out of this new service, Xpress Bill Pay does offer Guest Checkout for those that are not yet wanting to set up an account.



xpress BILL PAY
www.xpressbillpay.com