



**City of Bayport**  
294 North 3<sup>rd</sup> Street  
Bayport, MN 55003  
Phone: 651-275-4404  
Fax: 651-275-4411  
www.ci.bayport.mn.us

## City of Bayport Request for Final Utility Meter Reading

Property owners and/or their representative may use this form to request a final reading of utility meters upon a change of ownership or rental agreement. A final billing will be sent to the billing party of record, unless noted below. Written requests must be received three business days prior to requested read date.

***PLEASE PRINT***

<b>PROPERTY ADDRESS:</b>	
<b>REQUESTED READ DATE:</b>	
Requestor's Name:	
Company Name, if applicable:	
<b>Please check:</b> <input type="checkbox"/> Current Owner/Landlord <input type="checkbox"/> New Owner/Landlord <input type="checkbox"/> Current Renter <input type="checkbox"/> New Renter <input type="checkbox"/> Closing/Title Company	
Street Address:	
City/State/Zip:	
<b>E-mail:</b>	
Contact Phone Number:	Cell Phone Number:
<b>Address for Final Billing (if different than above):</b>	
Street Address:	
City/State/Zip:	
Additional Information:	

Please return to City Hall via fax to 651-275-4411, or e-mail to [wmadsen@ci.bayport.mn.us](mailto:wmadsen@ci.bayport.mn.us)