The City of Laramie Utility Billing Division is dedicated to providing top-quality customer service. For Utility Billing inquiries or questions, please contact us at (307) 721-5222 or via email at municipalservicesbilling@cityoflaramie.org.

City of Laramie municipal services include water, sewer, sanitation, recycling, and mosquito control.

In order to provide billing services in an efficient manner, it is critical for both a property seller and a new property owner to contact Utility Billing so we can provide you top-quality service for your initial and final billing.

Please provide us with the following information:

- **Sellers**
  - Please fill out the pink-colored Disconnect/Water Shutoff Form.
  - Be sure to include a good forwarding address where we can send your final bill.
  - Your final date of responsibility is the date you close on the property.
  - If you are set up for automatic payments, please note whether or not you would like your final bill to be automatically paid.
  - Did you have a garbage stop in effect prior to the selling date?

- **Buyers**
  - Please fill out the Connect Form.
  - The date you become responsible for this bill is the date you close on the property.
  - Be sure to provide an emergency contact who does not live in your residence but does reside within Laramie, preferably with access to the home.
  - There are options for eBill (electronic statements) and ACH enrollment.
  - If this will be a rental property, the account must still remain in your name pursuant to our Owner Only Ordinance. However, City staff can set up your account to allow your tenant and/or property manager to receive a duplicate copy of the bill.
    - Please fill out a purple-colored Third Party Notification form with your tenant’s and/or property manager’s information to establish the duplicate billing. (Tenants are unable to setup without verbal or written authorization from owners.)
    - You may consider addressing the duplicate bill to “Tenant” as opposed to the tenant’s proper name; this reduces the calls you have to make when tenants move in or move out.
**Things to Remember**

- It is imperative that the City of Laramie receive timely notification of your intent to buy/sell your property. This allows for prompt meter readings and ensures that each party is accurately billed for his/her municipal utility services.

- Submit your completed forms:
  - Fax – (307) 721-5211
  - Email – municipalservicesbilling@cityoflaramie.org
  - In person – 406 Ivinson Street in Laramie (Hours M-F 10am-2pm)
  *Dropbox also available 24/7 at this location for your convenience*

- Additional Contacts (Not affiliated with the City of Laramie):
  - Electric/Power – Rocky Mountain Power  
    1-888-221-7070
  - Gas – Black Hills Energy  
    1-800-563-0012

  Electric/Power (Out of Town) – Carbon Power  
  1-800-359-0249