



City of Laramie
Administrative Services
P.O. Box C
Laramie, Wyoming 82073

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FAX (307) 721-5211
Email: aklemt@cityoflaramie.org

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	Gas – Black Hills Energy
1-888-221-7070	1-800-563-0012

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