



FINANCE DEPARTMENT

1420 Miner Street
Des Plaines, IL 60016
P: 847.391.5300
desplaines.org

REQUEST FOR FINAL WATER BILL

Please fill out this form if you need a final water bill. If a smart meter does not exist at the property, a final water meter reading/meter change must be scheduled with the Public Works Department **5 days** prior to moving.

Please Print

Account Number: _____

Requestor Name: _____ **Owner** **Tenant**

Phone Number: _____

Name on Bill: _____

Service Address: _____

Complete Forwarding Address

Street Number/Name: _____ **Unit #:** _____

City: _____ **State:** _____ **Zip Code:** _____

Move Out Date: _____

Signature: _____ **Date:** _____

*Submit this form via E-mail, US Mail, or Fax to:
City of Des Plaines, Utility Billing, 1420 Miner Street, Des Plaines, IL 60016
E-mail: utilitybilling@desplaines.org Fax: 847.391.5402*

Office Use Only

Meter Read: _____ **Date:** _____ **Initial:** _____