



## CITY OF LARAMIE

Administrative Services Department  
PO BOX C  
Laramie, WY 82073-0830

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The City of Laramie utility billing division is dedicated to providing quality customer service. For utility billing inquiries or questions, please contact us at (307) 721-5222 or (307) 721-5324 or via email at [municipalservicesbilling@cityoflaramie.org](mailto:municipalservicesbilling@cityoflaramie.org).

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

In order to provide billing services in an efficient manner, it is crucial for both a property seller and a new property owner to contact utility billing so we can provide you the most accurate initial bill or final bill for your city services account.

Please provide us with the following information:

- **SELLERS**

Please fill out a disconnect form on our city website or contact us directly at the numbers listed above so we can acquire the information needed to close or final out your city municipal account. Information we will need from you is:

- Closing date (Final date of responsibility for the account)
- Forwarding address and any new contact information
- If you are set up for automatic payments, would you like us to draft the final bill from your account on file?
- Did you have a garbage stop in effect prior to the selling date?

- **BUYERS**

Please fill out a connection request application form on our city website or you may come by city hall located at 406 Iverson Avenue to fill one in. Information on the form needed will be:

- Address of service
- Start date (Date that you close on the property)
- Additional questions in regards to the service address.
- Please contact us with any questions you may have, and we can assist you over the phone or at the utility billing window.

*Additional information for homeowners:*

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.

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- Please fill out a Third Party Notification form with your tenant's and/or property manager's information to establish the duplicate billing. (You may consider addressing the duplicate bill to "Tenant" as opposed to the tenant's proper name; this reduces the calls you will have to make when tenants move in or out of the service address.

#### 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](mailto:municipalservicesbilling@cityoflaramie.org)

In person – 406 Ivinson Street in Laramie (Office hours: Monday through Thursday 8:00 a.m. – 3:00 p.m. and Fridays 8:00 a.m. to 2:00 p.m.) \*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

*"The City of Laramie is an equal opportunity provider and employer"*

*"Community Excellence in the Gem City of the Plains"*