



# MERIDIAN SERVICE METROPOLITAN DISTRICT

c/o COMMUNITY RESOURCE SERVICES OF COLORADO (CRS)  
7995 E. PRENTICE AVE, SUITE 103E, GREENWOOD VILLAGE, CO 80111  
303-381-4960 / 719-495-5152 / [www.meridianservice.org](http://www.meridianservice.org)

## CLOSING & ESCROW INSTRUCTIONS

Please use this form for all real estate transaction or changes in ownership within Meridian Service Metropolitan District boundaries.

### TO BE COMPLETED BY TITLE COMPANY

Complete this section and email to [billing@crsofcolorado.com](mailto:billing@crsofcolorado.com), or you may fax to 303-381-4961. CRS will complete the bottom of the form and send it back by email. **A Final Bill will be sent to the Title Company.** PROCESSING TIME: A minimum of 48 hours - CLOSING CANCELLATIONS: Please contact our office immediately

DATE OF REQUEST: \_\_\_\_\_ TITLE COMPANY NAME: \_\_\_\_\_

DATE OF CLOSING: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL OR MAILING ADDRESS FOR FINAL BILL: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

SELLER NAME: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Forwarding Address: \_\_\_\_\_

BUYER NAME: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Is this an Owner-Occupied Property? **YES** **NO** If NO, billing address: \_\_\_\_\_

### IMPORTANT INFORMATION:

1. MSMD charges a \$60 Transfer Fee, which is inclusive of the "Estimated Additional Due Through Closing".
2. For each day beyond the scheduled closing date, add \$15.00\* (see below). If more than 10 days, a new form must be completed and submitted to CRS.
3. CRS will send a Final Bill to the Title Company once the closing is confirmed, and the Final Bill is Complete.
4. **DO NOT pay from this form.**

### TO BE COMPLETED BY CRS

#### WATER/SEWER ACCOUNT INFORMATION:

Account #: \_\_\_\_\_ Current Account Balance as of \_\_\_\_\_ : \$ \_\_\_\_\_

Est Addl Due Through Closing on \_\_\_\_\_ : \$ \_\_\_\_\_

Current Billing Cycle: \_\_\_\_\_ to \_\_\_\_\_ (Closing Date) (Includes \$60 Transfer Fee)

Next Billing Date: \_\_\_\_\_ **Amount to Escrow: \$** \_\_\_\_\_

\*(For Title Use Only): Please add to the "Amount to Escrow", if applicable:  
\$15/day x # \_\_\_\_\_ of Days: \$ \_\_\_\_\_