

Utility Address Change Form



Moving In

Full Name of Homeowner/Tenant: _____

Property Address: _____

Mailing Address (if different): _____

Account Name: _____

Phone Number: _____

Email Address: _____

Date of Move:
(Day 1 responsible for paying utility bill) _____

Moving Out

Full Name of Homeowner/Tenant: _____

Account Name: _____

Account #: _____

Phone Number: _____

Moving From Address: _____

Forwarding Address: _____

Date of Move:
(Last date responsible for paying utility bill) _____

For Office Use Only

Account #		Disconnect Landlord?	<input type="checkbox"/> Yes <input type="checkbox"/> No
EMR/OMR #		Need to register to vote?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Meter ID		Do you own a pet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reading		Did we notify the Property Mgr of New Account #?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Method Received	<input type="checkbox"/> In-person <input type="checkbox"/> Phone <input type="checkbox"/> Email Date: _____	Contact Person	
Dates Emailed Water Staff to Perform Read			
Dates Entered by Admin Staff			