

Utility Service Transfer Form

Tenant Occupied

Service Address: **Last Date of Service:**

Meter Read for Date of Vacancy
Include all Numbers:

The customer may have the Utility obtain the final meter reading, and a special meter reading charge will be assessed. If entry to the premise is required for a meter read, an additional missed appointment charge will be billed if the customer fails to be present at the scheduled appointment.

Final Billing Information (Customer Ending Service)

Send Final Bill To: _____ Name 2: _____
Mailing Address: _____
Telephone No: _____ Email: _____

New Customer Information (Customer Beginning Service)

****All customers listed on the utility bill must sign the form****

Customer Name: _____ Name 2: _____
Mailing Address: _____
Telephone No: _____ Email: _____
Previous Address: _____

Owner Information

Owner Name: _____ Name 2: _____
Mailing Address: _____
Telephone No: _____ Email: _____

Owner Agreement

I hereby request that the Utility sends all bills directly to the tenant and waive my right to receive all bills relative to water usage, sanitary sewer service and/or storm water management for the above service address. I understand that any unpaid balances as of **November 15** of each year will be placed on the tax roll and become a lien against the property. I also understand that if at anytime my tenant requests discontinuation of service and the Utility has not received a transfer form for a new tenant, the account will then default back into my name and a special billing charge may be billed to my account.

Owner Signature: _____ Date: _____
Owner Signature: _____ Date: _____

****Optional.** Owners of rental dwellings may elect to be notified of past due charges within 14 days of the date on which the tenant's charges become past due. If you wish to receive such notification, you must **attach a copy of the rental or lease agreement** in which the tenant assumes responsibility for the payment of utility charges.

Tenant Agreement

As the tenant, I hereby accept responsibility for all charges pertaining to water usage, sanitary sewer service and/or storm water management from the above date and water meter reading. I authorize release of information pertaining to this account to the owner/management company. This information may include but is not limited to, my consumption, bill amounts, and payment information. I understand that special billing charges may be billed to my account as applicable.

Tenant Signature: _____ Date: _____
Tenant Signature: _____ Date: _____