



Tenant Change form

Account Number: _____

MOVE IN

Service Address: _____

MOVE OUT

Our office has been notified to update or delete TENANT information on your utility account. Please indicate either a new tenant OR where you would like to receive the bill.

New Tenant Name: _____

Billing Address: _____

Tenant Phone: _____

Owner Name: _____

Owner Address: _____

Owner Phone: _____

By adding a tenant to your account does not relieve you as the property owner from obligation for payment of all utility bills incurred at the above described service address. Failure to receive bills will not exclude a penalty charge or service interruption,

Would you like to be notified if account becomes delinquent while in care of a tenant? YES NO

Owner's signature: _____

Date: _____

Sincerely;
Billing & Collections