

Utility Service Transfer Form

Account # _____

SERVICE ADDRESS: _____ **Effective Date:** _____
Request From: ___ Tenant ___ New Owner ___ Prev. Owner ___ Agent: _____
Meter Reading: _____
Deduct Mtr Read: _____

Read meter for date of vacancy. Include ALL numbers. The customer may have the City obtain the final meter reading for a \$25.00 charge.

MOVING OUT> "FINAL BILL" INFO (Please note there is a \$25.00 fee to generate a bill mid-billing cycle)

Send Final Bill To: _____ ATTN: _____
 Mailing Address: _____
 Email Address: _____ Phone No: _____
 Email Bills? ___ YES ___ NO
Requesting a "final" bill? No _____ Yes _____ (\$25.00)
Requesting the City read meter(s)? No _____ Yes _____ (\$25.00)

MOVING IN> NEW TENANT INFO

Primary Applicant: _____ **Co-Applicant:** _____
 NAME: _____ NAME: _____
 DR LIC # _____ DR LIC # _____
 or SSN # _____ or SSN # _____
 Mailing Address: _____
 (if different than above)
 Email Address: _____ Phone No1: _____
 Email Bills? ___ YES ___ NO Phone No2: _____

OWNER INFO> OWNER OR PROPERTY MGMT CO INFO (If Tenant Occupied)

NAME: _____ ATTN: _____
 Mailing Address: _____
 Email Address: _____ Phone No1: _____
 Email Bills? ___ YES ___ NO Phone No2: _____

Owner Agreement

___ As the owner, I hereby request that the City sends all utility bills for the above service address directly to the tenant.
 ___ As the owner, I request a "COPY" of the Utility Bill be sent to me ___ Always ___ Only if Tenant becomes Past Due
 ___ As the owner, I hereby request that the City sends all utility bills for the above service address directly to the "OWNER INFO" address only.
 As the owner, I understand that any unpaid balances as of **November 1** of each year will be placed on the tax roll and become a lien against the property. I also understand that if at any time my tenant requests discontinuation of service and the City has not received a transfer form for a new tenant, the account will then default back into my name.
 Owner Signature: _____ Date: _____

Tenant Agreement (If applicable)

As the tenant, I hereby accept responsibility for all utility charges from the above date and water meter reading. I understand that there is a 3% late fee applied to the utility bill if it is not paid on time.
 Applicant Signature: _____ Date: _____