

Utility Service Transfer Form Tenant Occupied

SERVICE ADDRESS: _____ **Effective Date:** _____

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 IN>		NEW TENANT INFO	
Primary Applicant:		DR LIC # _____	
NAME:	_____	or SSN # _____	
<i>(Include a Copy of Identification Form used)</i>			
Mailing Address:	_____		
<i>(if different than above)</i>			
Email Address:	_____	Phone No1:	_____
Email Bills?	____ YES ____ NO	Phone No2:	_____
Co-Applicant:		DR LIC # _____	
NAME:	_____	or SSN # _____	
<i>(Include a Copy of Identification Form used)</i>			
Email:	_____	Phone #:	_____

MOVING OUT>		MOVING TENANT "FINAL BILL" INFO	
Send Final Bill To:	_____	ATTN:	_____
Mailing Address:	_____		
Email Address:	_____	Phone No1:	_____
Email Bills?	____ YES ____ NO	Phone No2:	_____
Requesting a "final" bill?		No _____	Yes _____ (\$25.00)
Requesting the City read meter(s)?		No _____	Yes _____ (\$25.00)

Owner Agreement

____ As the owner, I hereby request that the City sends all utility bills for the above service address directly to the tenant and also sends a "COPY" to the "OWNER INFO" address below.

OWNER INFO>		OWNER OR PROPERTY MGMT CO INFO		2ND COPY OR OWNER INFO	
NAME:	_____	ATTN:		_____	
Mailing Address:	_____				
Email Address:	_____	Phone No1:	_____		
Email Bills?	____ YES ____ NO	Phone No2:	_____		

____ 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: _____