

\*\*\*\*Office Use Only\*\*\*\*

\_\_\_ Received New Lease/Closing Docs

\_\_\_ DL /ID

\_\_\_ Garbage \_\_\_ Recycle

Deposit Number \_\_\_\_\_ Deposit Amount \_\_\_\_\_



## TRANSFER OF SERVICE REQUEST

Old Service Address: \_\_\_\_\_

Old Account Number: \_\_\_\_\_

Date of Disconnect: \_\_\_\_\_

New Service Address: \_\_\_\_\_

New Account Number: \_\_\_\_\_

Date of Connection: \_\_\_\_\_

Do you own or lease property (circle one): **OWN**    **LEASE** *(if leasing provide owners name & number below)*

\_\_\_\_\_  
Landlord Name

\_\_\_\_\_  
Phone Number

### Applicant's Information Updated:

Name of Applicant: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_  
*(Include City, State, & Zip)*

Phone Number: \_\_\_\_\_      Alternate Number: \_\_\_\_\_

Email Address: \_\_\_\_\_      I would like my bill E-bill \_\_\_Yes \_\_\_No

*I hereby request utility services be transferred from my existing account to my new service address above. I understand while services are active at both address I will be billed accordingly for both locations. Services at my old address will only be allowed to be on for a **30 day grace period** before disconnection shall take place. Final bills & deposit will be transferred to my new account.*

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date