



This form is for current homeowners who are going to be renting out the home that they own. This will change their current account from an owner-occupied account to a landlord account.

UTILITY ACCOUNT UPDATE - HOMEOWNER TO LANDLORD

TRANSFER DATE: _____

ACCOUNT #: _____

SERVICE ADDRESS: _____

HOMEOWNER NAME: _____

PHONE #: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

DESIGNATE PROPERTY MANAGER?:

YES

NO

BY DESIGNATING A PROPERTY MANAGER, OWNER AGREES THAT ALL CORRESPONDENCE FROM THE CITY WILL BE SENT TO THE PROPERTY MANAGER AND NOT TO THE OWNER. OWNER ALSO AUTHORIZES PROPERTY MANAGER TO ACT ON OWNER'S BEHALF

PROPERTY MANAGER NAME: _____

MAILING ADDRESS: _____

PHONE #: _____

EMAIL: _____

SEND BILL TO CURRENT RENTER?:

YES

NO

RENTER NAME(S): _____

RENTER PHONE #: _____

RENTER EMAIL: _____

SIGNATURE: _____

DATE: _____

For Office Use Only

Entered in computer

Employee: _____

Date: _____