



This form is for Landlord's that already have an account with West Point City, and are updating their account because a new renter is moving in or out, or they are designating a property manager, or are updating the owner mailing address and/or phone number.

**\*\*LANDLORD ACCOUNT UPDATE\*\***

ACCOUNT #: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

OWNER'S EMAIL: \_\_\_\_\_

**REASON FOR UPDATE:**

**UPDATING RENTER INFORMATION:**

RENTER HAS MOVED OUT  
SEND BILL BACK TO OWNER:

YES  NO

OLD RENTER'S NAME: \_\_\_\_\_

MOVE OUT DATE: \_\_\_\_\_

FORWARDING ADDRESS: \_\_\_\_\_

NEW RENTER HAS MOVED IN:

YES  NO

NEW RENTER'S NAME: \_\_\_\_\_

RENTER MOVE IN DATE: \_\_\_\_\_

RENTER PHONE #: \_\_\_\_\_

RENTER EMAIL: \_\_\_\_\_

\*BILL WILL BE SENT TO THE SERVICE ADDRESS IN THE OWNER'S NAME, AND THEN ATTN: "RENTER'S NAME".  
PLEASE ENTER THE RENTER'S NAME ABOVE.

SHOULD THE ACCOUNT BE IN DANGER OF BECOMING TWO MONTHS PAST DUE, THE OWNER WILL RECEIVE A NOTICE\*

**DESIGNATING 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: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**UPDATING OWNER INFORMATION:**

YES  NO

NEW MAILING ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CURRENT PHONE #: \_\_\_\_\_

**LANDLORD SIGNATURE**

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

ACCOUNT #: \_\_\_\_\_

Entered in computer

Employee: \_\_\_\_\_

Date: \_\_\_\_\_