Customer Account Number: _____   Date: _____

Mail Route: _____

Owner's Name: _____

Tenant/Manager Name: _____

Service Address: _____

Billing Address: _____

City, State, Zip: _____

Owner Address: _____ City, State, Zip: _____

Owner Phone: Home: _____ Cell: _____ Work: _____

Email Address: _____

Deposit: $_____ Receipt# _____ Date: _____

Notes: _____

_____

As the home owner, I understand that I am responsible for the timely payment of all utility charges, fees, and billings. I will be responsible for all fees and late fees if action must be taken on the delinquent account.

Requested by: _____   Date: _____
                    Signature

Rental Property: Send Billings to: Owner ☐   Occupant ☐   Manager ☐

Renter Phone: Home: _____ Cell: _____ Work: _____

As owner of the above property, I understand that I am responsible for the timely payment of all utility charges, fees, and billings assessed against the service unit, notwithstanding any other agreement between the owner and occupants (Section 23-6)

Property Owner's Signature: _____

IF RENTER HAS AUTO PAY AND THEY MOVE OUT, BE SURE AND TELL THEM TO SHUT IT OFF

OFFICE USE

____ Name Change	____ Customer Type	____ Deposit Information
____ Take Renter Off or On	____ Alert Message	____ Turn on Fee
____ Address Change	____ Garbage ____ Can# ____ Size ____	____ Code On
____ Mail Route	____ Sewer Change ____ to ____	____ Code Off
____ Phone	____ Renter or Manager Notes	____ Tap Fees
____ Collection	____ Owner Notes	____ Add New Account
____ Other _____	____ Auto Pay	

Date Entered: _____   Previous Date: _____

Entered By: _____   Previous Renter: _____