

RESIDENT MOVING OUT

UTILITY BILLING ACCOUNT INFORMATION

Name: _____

Current Address: _____ Date Moving Out: _____

Forwarding Address: _____

Phone during & after move: Home: _____

Cell: _____

Work: _____

Email: _____

Meter Reading(s): _____ Date: _____

HOMEOWNERS Please provide information about the status of the property:

Sold: Closing date _____ New Owner (name & phone) _____

Rented: Renter's name and contact information _____

Other: _____

Your final bill will be mailed to your forwarding address.

Utility Deposit: If your deposit was not previously refunded, it will be applied to your account when your final bill is issued. If there is a credit on your account after the deposit is applied, a check will be mailed to your forwarding address.

RENTERS: The utility deposit will be applied to your account when your final bill is issued. We will mail your final bill to your forwarding address. If there is a credit on your account after the deposit is applied, a check will be mailed to your forwarding address.

Landlord's Name & Contact Information _____

FOR OFFICE USE ONLY: DATE RECEIVED: _____

METER READINGS

Date Final Meter Reading(s): _____ Date Entered in Computer: _____

DEPOSITS: Deposit on file: \$ _____ Deposit amount applied to final bill: \$ _____

Deposit refund: \$ _____ Refund Check # _____ Refund Check Date: _____

ACH ACCOUNTS

Date of final ACH withdrawal: _____ Date removed from ACH listing: _____