



## Utility Change Request

Date of Request \_\_\_\_\_

Effective Date \_\_\_\_\_

### **Change Requested**

\_\_\_\_ Shut Off

\_\_\_\_ Return service to Landlord \_\_\_\_\_  
(tenant will notify landlord named above)

Requested by: \_\_\_\_\_

I am: \_\_\_\_ Renter \_\_\_\_ Owner \_\_\_\_ Landlord

\_\_\_\_ Transfer to new in-city location (\$25 Activation fee)

\_\_\_\_ Add another service (\$25 Activation fee)

*Service changes will be processed within two service days of the effective date requested.  
Changes requested outside the normal processing schedule may be subject to additional fees.*

### **Current**

Name \_\_\_\_\_

Service Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/St/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Authorized person \_\_\_\_\_

### **New/Forwarding**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*I understand that I will receive a final bill for services from the time of the last billing to the requested shut off date and if I am transferring service to another location within the City served area the final balance will be transferred to my new account.*

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

### **Office Use Only**

Account # \_\_\_\_\_

New Account# \_\_\_\_\_

SO: \_\_\_\_\_

SO#: \_\_\_\_\_

By: \_\_\_\_\_

Date \_\_\_\_\_