

## SERVICE TRANSFER

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

Name: \_\_\_\_\_

Old Account Number: \_\_\_\_\_

Address to be turned off: \_\_\_\_\_

Date to be turned off: \_\_\_\_\_

**\*\* MUST PROVIDE A COPY OF RENTAL CONTRACT, DEED, OR BILL OF SALE \*\***

New Account Number: \_\_\_\_\_

Address to be turned on: \_\_\_\_\_

Date to be turned on: \_\_\_\_\_

Current phone number: \_\_\_\_\_

Current billing address (if different): \_\_\_\_\_

Name of Homeowner: \_\_\_\_\_

**BALANCE MUST BE PAID BEFORE TRANSFER** – Our billing system runs 1 month behind; you will receive a final bill on the account to be shut off.

**THE PREVIOUS BALANCE OF THE OLD ACCOUNT WILL BE ADDED TO THE NEW ACCOUNT IF NOT PAID OFF WITHIN 30 DAYS**

**\*\* A TRANSFER FEE OF \$36.25 APPLIED TO THE FIRST BILL OF THE NEW ACCOUNT \*\***

Customer signature: \_\_\_\_\_

Clerk: \_\_\_\_\_

Clerk Signature: \_\_\_\_\_

