

# Request for Water and Sewer Final Billing: Tenant Change

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

Date you want meter read for final billing: \_\_\_\_\_  
*(Please be aware that the meter will be read within 3 working days of requested date, also a meter reading cannot be post-date (cannot enter a date prior to today's date))*

Property Owner Name: \_\_\_\_\_

Property Owner Phone #: \_\_\_\_\_

Current Tenant Name: \_\_\_\_\_

New Tenant Name: \_\_\_\_\_

New Tenant Phone Number: \_\_\_\_\_

**Final bill will be sent out the following working day**

**Fill in one** of the following sections:

**Mail Final Bill to:**

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

Address: \_\_\_\_\_

**Fax Final Bill to:**

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

Fax Number (with area code): \_\_\_\_\_

**Email Final Bill to:**

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

Email address: \_\_\_\_\_

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Today's Date: \_\_\_\_\_

Requested by (Your Name): \_\_\_\_\_

Requester Phone Number: \_\_\_\_\_