



Contact Name/Mailing Address Change

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Updated **AUGUST 2023**

NOTICE TO APPLICANTS

Forms may be submitted by mail, email, or in person at City Hall. This form shall be used for changes to the contact information on a utility account; this form shall not be used to transfer services to a new tenant/owner. Applicants must provide valid documentation showing new name (driver's license, marriage certificate, divorce decree, etc.).

OFFICE USE ONLY

Account Number: _____ Date Received : _____

Processed by: _____ Date Processed: _____

Account Information

Current Name

Account Number

Email

Phone

Service Address

Mailing Address Change (if applicable)

New Mailing Address

Contact Name Change (if applicable)

New Name

By signing below, I acknowledge that I am the account holder and accept all responsibility pertaining to this request.

Applicant Name

Applicant Signature

Date