

UTILITY ACCOUNT CHANGE INFORMATION

Please check 1 box only in each section.

(You will need to do separate papers for buyer/seller; owner/renter, etc...)

Person Requesting Change

- Current Owner/Renter
- Owner's Guardian/Representative
- Estate Administrator
- Mortgage Holder
- Buyer
- Seller
- New Renter
- Departing Renter

Type of Change

- Turn Water ON
- Turn Water OFF
- Meter Read Only
- Name Change (married/divorced)
- Mailing Address Change
- Schedule Estimated Meter Appointment*
- Schedule High Usage Appointment*
- Seasonal Stop Service

***Items must be scheduled through UB Clerk**

Date Change is to take effect:

Customer's Information:

Service Address: _____
 RENTER _____
 BACK TO OWNER _____
 Street Address _____
 City/State/Zip _____
 Telephone Number(s) _____
 PHONE: _____
 CELL _____
 WORK: _____
 Date of Birth _____
 Driver's License Number: _____
 State ID Number (if no license) _____
 Place of Employment: _____

PERSON REQUESTING CHANGE: _____
OWNER VERIFICATION: _____
REQUEST RECEIVED BY: _____

DPW/UTIL PROCESSING:

Meter Serial Number : _____
 Remote/RF Number: _____
 Service Turned ON ____ OFF ____
 Meter Reading _____
 Date & Time _____
 Employee Signature _____

SPECIAL NOTES: