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ELECTRIC
DISTRICT HEAT
WATER
WASTEWATER
SOLID WASTE

Owner Never Off Request Form

REQUEST FOR UTILITY SERVICES TO TRANSFER AUTOMATICALLY INTO AN OWNER'S NAME WHEN A TENANT MOVES OUT

As a rental property owner, you have the option of setting up an account to transfer utility service(s) automatically into your name when a tenant moves out of a property (vs. turning the utilities off). Owners sometimes find this beneficial during the cold winter months when the heating source may be affected by electricity being turned off.

Terms of Service:

- If an electric service is on in your name less than 30 days, a temporary service charge will be added to your account.
- If you sell the property, you must contact us to remove this service from the account(s).
- Services may be disconnected if a tenant is still residing at the property but has neglected to make payments or proper payment arrangements.
- You must be specific as to what utilities you would like transferred into your name at your rental properties.

If you are interested in this service, please list the properties and utilities you would like included:

Property Information*:

Service Address: _____ City: _____ Apartment/Unit: _____ Elec Water
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*Any additional services can be listed on the reverse side of this page.

Owner Information:

Name (please print): _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Home Phone: (_____) _____ Cell Phone: (_____) _____

By signing below, I agree to the terms above:

Signature: _____ Date: _____