

ACCOUNT CHANGE REQUEST POLICY

Customers are required to submit a name, address, or phone number change requests by using the Account Change Request form. (Appendix D) Request for name changes such as but not limited to marriages and divorces. Telephone call request or any change or note requests marked on the bill stub will not be honored.

The Primary person responsible for the account cannot be removed without the new responsible party submitting the Application for Water Service form. (Appendix A) and pay the required \$75.00 deposit.

If a spouse dies, and the other spouse's name was not listed on the account, customer must submit the Application for Water Service form (Appendix A) but the security deposit will not be required. Except in cases of the service has been disconnected for nonpayment or violation of rules.

Any violation of the above rules could result in the water service being terminated until an updated application is received along with any required fees.

ACCOUNT CHANGE REQUEST FORM

CUSTOMER NAME: _____ ACCT NO. _____

LAST FOUR OF SSN: _____ DRIVERS LIC NO.: _____

Request for Change of: MAILING ADDRESS () PHONE NO. ()

NAME UPDATE DUE TO: MARRIAGE () DIVORCE () DEATH OF SPOUSE ()

OTHER REASON: _____

NAME UPDATE: _____

NEW ADDRESS: _____

NEW PHONE NO: _____

CUSTOMERS SIGNATURE: _____ DATE: _____