



**Utilities Department**  
**Service Transfer Checklist**

- Copy of Lease Agreement, Deed of Trust, Tax Statement, or Mortgage Papers
- Valid Identification (State or Government Issued ID)
- Check for Previous Service (Unpaid balances must be paid before new service is rendered)
- Explanation of Service from Information Sheet (Give a copy to customer)
- \$ \_\_\_\_\_ Service Fee (depends on meter size)

\_\_\_\_\_  
**Customer Signature**

Signature certifies that the items above were  
Explained in full detail by utility representative

\_\_\_\_\_  
**Employee Signature**

Signature certifies that the items above  
were explained to the customer in full detail

\_\_\_\_\_  
**Date of Transfer**

\_\_\_\_\_  
Date received

TRANSFER FROM ADDRESS: \_\_\_\_\_

TO ADDRESS: \_\_\_\_\_

**\*Form must be filled out by account holder(s), current valid identification(s) will be required as proof\***

**For Office Use Only:**

Request Received by: \_\_\_\_\_ Date \_\_\_\_\_ Change Processed by: \_\_\_\_\_ TCM: \_\_\_\_\_