



## **APPLICATION TO TRANSFER WATER/SEWER SERVICE**

To stop water/sewer at your current property and start water/sewer service at a new property, please complete the following transfer of service form. Social Security numbers are required to transfer water service. If deposit on existing account is less than Town's current deposit amount, the deposit must be brought up to Town's current deposit amount, in order to transfer services.

Customer Name: \_\_\_\_\_

**(As it is and will be shown on account)**

Social Security #: \_\_\_\_\_

Current Service Address: \_\_\_\_\_

New Service Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Requested Transfer Date: \_\_\_\_\_

### **Required Documentation to Include With the Application**

1. Copy of customer's driver's license.
2. Copy of the customer's lease, closing disclosure, or Hud Statement showing date of occupancy at the new address.

### **Please read Policy and accept by signing on back:**

#### **Policy for Damaged Water Meters (Revised March 22, 2017)**

It is required that each resident have a working water meter (the first one being supplied by the Town) in order to accurately be billed for their water usage. Please be aware of where your meter is located and be careful not to damage or tamper with the meter in any way. It is the policy of the Town of Green Level that when a water meter is damaged because of misuse/abuse (as determined by the Town), it is the responsibility of the resident to pay the Town for a new water meter. This payment may be paid in installments, if needed. Meter components are as follows and the Town would have to

determine which components would need to be replaced, if meter is damaged.

Meter Box - \$18.84\*

Meter Setter - \$156.46\*

RR Meter - \$350.00\* (*\*Prices are subject to change without notice*)

**I hereby accept full responsibility for this account, and am aware that I am fully responsible for any past amounts left at the old address, and until such time as I close the account or until the account is transferred to another individual.**

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_