



**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 application.

Customer Name: \_\_\_\_\_  
(As it is and will be shown on account)

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

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

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

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

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

Requested Transfer Date (start at new address): \_\_\_\_\_

Date you want service stopped at your current address: \_\_\_\_\_

**Required Documentation to include with the Application**

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

**Please read and accept by signing below:**

**Policy for Damaged Water Meters (Nov 4, 2015)**

It is required that each resident have a working water meter (the first one being supplied by the Town) to accurately be billed for their water usage. Please be aware of where you meter is located and 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 new water meter. This payment may be paid in installments, if needed. In the case of tenant leaving a broken meter behind, the landlord is responsible for covering the cost of the broken meter before another tenant may be granted water services.

**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: \_\_\_\_\_