



REQUEST FOR SERVICE – TRANSFER TO NEW TENANT

City of Oshkosh Utilities • 215 Church Ave, Oshkosh, WI 54901

Email: utilitybill@oshkoshwi.gov Office: (920) 232-5325

INSTRUCTIONS: This form MUST be COMPLETED in its entirety and returned to the Utility Accounting Department in order for your request to be processed.

- * Please clearly print your name as it should appear on your billing statement.
- * Include your mailing address (if different from the serviced property address).
- * Include a telephone number where you can be reached during business hours.
- * **Your request will not be processed if it is incomplete or you fail to provide the required information.**
- * **Owner or Tenant Authorization is Needed (Only One)**

SERVICED PROPERTY INFORMATION (REQUIRED)

Street Address:	City/ST/Zip:
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Effective Date of Request: Service requests are for future dates only.	Account Number
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PROPERTY OWNER INFORMATION (REQUIRED)

Name:	Phone:
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Name 2 or in C/O:	Email Address:
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Mailing Address:	City/ST/Zip:
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TENANT/RESPONSIBLE PARTY (REQUIRED)

(first) (middle) (last) Name:	Phone:
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Name 2 or in C/O:	Email: (Optional)
	Bill Delivery: Email Postal Mail

Mailing Address (if different from Property Address):	City/ST/Zip:
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****PRIOR ADDRESSES IN OSHKOSH WITH WATER ACCOUNT IN YOUR NAME****

OWNER AUTHORIZATION

As the owner of the above-referenced property, I hereby authorize the City of Oshkosh to send utility bills directly to the above-named tenant/responsible party. I understand that I will not receive a copy of the monthly bills, but I will receive notice of any past due accounts when the tenant/responsible party is delinquent. I understand that I can call (920) 232-5325 during normal business hours to obtain account balances. I understand and acknowledge that I am ultimately responsible for all utility charges (sewer, water, storm water, etc) for the property and that any unpaid balance as of November 15 of each year will be placed on the tax roll and become a lien against the property.

Signature (owner or tenant):	Date:
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TENANT/RESPONSIBLE PARTY AUTHORIZATION

I understand that I am responsible for the utility charges incurred at this location until I provide notice that I have moved and am no longer responsible for this utility bill. I hereby authorize the property owner to have access to informaton related to my account, including usage information.

OFFICE USE ONLY:

Date Received:	By:
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