

VILLAGE OF HOLLY

UTILITY BILLING REQUEST FOR RECORDS CHANGE

DATE: _____ ACCOUNT #: _____
 SERVICE _____ EFFECTIVE _____
 ADDRESS: _____ DATE: _____

I, being the New Owner / Former Owner / Renter, request the Village of Holly make the following change of record.

<input type="checkbox"/> Name Change Only From _____ To _____	<input type="checkbox"/> Address Change Only From _____ To _____
<input type="checkbox"/> Water Turn Off Date: _____ <input type="checkbox"/> Water Turn On Date: _____ <input type="checkbox"/> Final Read (\$15.00 Fee) \$15.00 fee applies to both the finalized customer account and the new account holder	WATER TURN ON - PROPERTY OWNER SIGNATURE MANDATORY
Due To: <input type="checkbox"/> Ownership Change <input type="checkbox"/> Renting (Forward Copy to Clerk) <input type="checkbox"/> Other _____	
SEND FINAL BILL VIA: MAIL / EMAIL / FAX <i>Circle One</i> NEW OWNER / TENANT:	
PLEASE PRINT CLEARLY	
RENTALS - PROPERTY OWNER SIGNATURE & LEGIBLE COPY OF NEW TENANT'S DRIVERS LICENSE ARE MANDATORY	

Attn: _____ Name: _____
Mail To Address if Different than Account Address

Address: _____ Address: _____
 City/State/Zip: _____ City/State/Zip: _____
To enroll in monthly e-billing, please indicate below

Fax: _____ Email: _____
Please enroll me in e-billing Yes No

Property Owner Signature: _____ Signature _____
 () ()
 Phone Number _____ Phone Number _____

For Office Use Only

Change Updated By: _____ Date: _____
 Deputy Clerk Treasurer _____