

## UTILITY SERVICE TRANSFER



**\*Additional forms are available for enrollment in Paperless Billing, Automatic Bill Pay, Curbside Recycling and Senior Trash Discount. These forms are also available on our website at cityofrichmondmo.org**

Name: \_\_\_\_\_  
(Please print name of primary account holder as you want name to appear on utility bill)

\_\_\_\_\_  
Social Security Number                      Driver's License Number                      Date of Birth

\_\_\_\_\_  
Phone Number                      E-Mail

Secondary Account Holder Name (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Social Security Number                      Driver's License Number                      Date of Birth

\_\_\_\_\_  
Phone Number                      E-Mail

Address Transferring From: \_\_\_\_\_ Date to End Service: \_\_\_\_\_

Address Transferring To: \_\_\_\_\_ Date to Start Service: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(If different from new service address)

\_\_\_\_\_ **Own - \$100 Deposit**  
Please provide a copy of your deed/title work

\_\_\_\_\_ **Rent/Lease/Contract for Deed - \$150 Deposit**  
Please provide a copy of your Rental/Lease Agreement (agreement must include your name)

**Landlord Name:** \_\_\_\_\_

### SIGNATURE

To complete the requested Utility Service Transfer, the current utility bill and ALL City personal property taxes must be PAID IN FULL.

\_\_\_\_\_  
Signature                      Date                      Signature                      Date

### Office Use Only

Initiating Account Number \_\_\_\_\_ Deposit Amount\$ \_\_\_\_\_

Terminating Account Number \_\_\_\_\_ Receipt Number: \_\_\_\_\_

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