

UTILITY SERVICE TRANSFER



***Additional forms are available for enrollment in Paperless Billing, Automatic Bill Pay.
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. By signing below, you authorize the City to transfer any remaining final balance from the terminating utility account to the current utility service transfer account.

Signature Date Signature Date

Office Use Only

Initiating Account Number _____ Deposit Amount\$ _____

Terminating Account Number _____ Receipt Number: _____

Receipt Date: _____