



City of Mt. Pleasant
Utility Billing
Request for Tenant Change

Property Owner _____ Phone Number _____

Utility Bill Account # _____ Property Address _____

Current Tenant Name _____ Move Out Date _____

Final Meter Read _____ Send Final Bill to Me Forward to Tenant

Current Tenant Forwarding Address _____

New Tenant Name _____ New Tenant Phone Number _____

By submitting this form and signing below you are certifying that you verified the identity of the new tenant through an unexpired government –issued identification bearing a photograph or similar safeguard in accordance with the Fair and Accurate Transactions Act of 2003 and the Federal Trade Commission’s Red Flag Rules published as 16 CFR 681.2 effective December 31, 2010.

Further this form authorizes the City to prepare a final bill for the current tenant on the account and change the account name to the new tenant. If a final meter read is not provided on this form, water service operators will read the meter within 7 days of the receipt of this request. A final bill will be prepared and you have the option of us sending the final bills to you or we can bill the tenant at the address you provide above or at the last address we have on file. As a reminder in accordance with State Law and City Ordinance, utility service charges become a lien on the property upon consumption and therefore any unpaid final bills will be a lien on the property and added to the tax roll if not paid.

If you would like to fax, mail, or e-mail a signed copy, the form must be notarized and then can be faxed to 989-773-4691, mailed to City of Mt. Pleasant 320 W. Broadway St., Mt. Pleasant, MI 48858 or e-mailed to waterbilling@mt-pleasant.org.

*If submitting form in person , please be ready to present a valid government issued ID.

Signature

Date

Notary required if not submitting in person

State of Michigan
County of Isabella

This document was acknowledged before me on _____, _____, by _____ who is either personally known to me or who produced a driver’s license or similar document as identification.

_____, Notary Public
Isabella County, Michigan
Acting in Isabella County, Michigan
My Commission Expires _____