



CITY OF HARTFORD  
19 West Main Street  
Hartford MI 49057  
269-621-2477 \* 269-621-2054 fax

**UTILITY BILL CHANGE REQUEST**

**DATE:**\_\_\_\_\_

**PROPERTY ADDRESS:**\_\_\_\_\_

**BILL MAILING ADDRESS:**\_\_\_\_\_

**MOVE IN DATE:**\_\_\_\_\_ **DEPOSIT AMOUNT:**\_\_\_\_\_

**RENTER'S NAME:**\_\_\_\_\_

**RENTERS PHONE NUMBER:**\_\_\_\_\_

**PROPERTY OWNER'S NAME:**\_\_\_\_\_

**PROPERTY OWNER'S ADDRESS:**\_\_\_\_\_

**PROPERTY OWNER'S PHONE NUMBER:**\_\_\_\_\_

**MOVE OUT DATE:**\_\_\_\_\_ **METER READ:**\_\_\_\_\_

**FORWARDING ADDRESS:**\_\_\_\_\_

**SIGNATURE:**\_\_\_\_\_

**FOR OFFICE USE ONLY**

WATER/SEWER TURN ON DATE:\_\_\_\_\_ COPY OF PICTURE ID:\_\_\_\_\_

WATER/SEWER SHUT OFF DATE:\_\_\_\_\_ COPY OF LEASE AGREEMENT:\_\_\_\_\_

OCCUPANCY INSPECTION SCHEDULED:\_\_\_\_\_ UB ACCOUNT # \_\_\_\_\_

OCCUPANCY INSPECTION NOTICE SENT:\_\_\_\_\_ DEPOSIT ADDED TO ACCOUNT:\_\_\_\_\_

OCCUPANCY ISSUED:\_\_\_\_\_ DEPOSIT REFUNDED:\_\_\_\_\_