

## CHANGE OF ADDRESS – OWNER/TENANT

To change the billing address for a Tri County Joint Municipal Authority (TCJMA) bill, please complete the sections of this form that apply. If a tenant is being added or changed, both the owner and tenant must sign the form in the appropriate places. A monthly invoice will be sent to the tenant and a copy will be sent to the owner. The completed form must then be returned to TCJMA. Please allow 7-10 business days for processing.

Service Address: \_\_\_\_\_

Account No: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Tenant's Name: \_\_\_\_\_

Tenant Move-in Date: \_\_\_\_\_

Owner's Current Address: \_\_\_\_\_

Tenant Billing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

**Reason For Change:**  Change of owner's address  Change for new tenant  Add existing tenant to billing

*Owners and Property Managers: as the master account holder, please insure the balance is paid in full before the new tenant assumes responsibility for the billing. Any unpaid balance prior to the new tenant's move in date listed above could postpone processing and/or cause removal of the new tenant's information from the account.*

Owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sincerely,

Customer Service