

# **Borough of Ogdensburg Water Department**

## **CHANGE IN OWNERSHIP/BILLING NAME**

**Reason for change (please select one):**

- Real Estate/Title Transfer    Foreclosure/3<sup>rd</sup> Party Responsibility    Marriage    Legal Name Change  
 Divorce/Other Legal Matters    Power of Attorney/Executor of Estate    New Tenant    Other \_\_\_\_\_

Property Address: \_\_\_\_\_

Print Name of Responsible Party: \_\_\_\_\_

Telephone # for Responsible Party: \_\_\_\_\_

Date Name Change Will Take Effect: \_\_\_\_\_

**Mailing Address If Different From Above or if a Landlord for Duplicate Bills:**

Name: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

As the Owner/Trustee/Tenant/Responsible Party of stated address, I authorize The Borough of Ogdensburg to change the name as indicated above on the water account for this property. I accept responsibility for current, outstanding, and future charges associated with this account. I further agree to conform to all laws, rules, regulations and ordinances now and hereafter made in regards to my water account with The Borough of Ogdensburg. I agree to furnish the Borough of Ogdensburg with a copy of my driver's license, property deed, lease agreement, marriage certificate, divorce decree, Power of Attorney documents, Executor of Estate documents, social security card, or another form of identification to prove identity before The Borough of Ogdensburg will officially change the billing name(s) of stated property.

**Print Name(s):** \_\_\_\_\_

**Signature(s)** \_\_\_\_\_ **Date** \_\_\_\_\_

**For Landlords Whose Tenants Will be Responsible for Water Account Maintenance:**

As the owner(s) of stated property, I am requesting that my tenant(s), as stated above, be added to the water account and duplicate bills be sent to them. I understand that as the owner of the property, should my tenant(s) fail to maintain payment, I am responsible for current, outstanding, and future charges that are associated with this account. I further agree to conform to all laws, rules, regulations and ordinances now and hereafter made in regards to my water account with The Borough of Ogdensburg. I also understand that no tenant will be added to the account until this form with my signature on the line below and my tenant's signature on the line above agreeing to be the responsible party is received in The Borough of Ogdensburg's Water Department along with an acceptable form of proof of identity for myself and tenant(s).

**Print Name(s):** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Signature(s)** \_\_\_\_\_ **Date** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Acct #: \_\_\_\_\_  Proof of Identification: \_\_\_\_\_

Check source of information:

- Customer in Office    Mail Request    Phone Request    Fax Request    Email Request

Owner Information Change Completed   Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

