City of Aberdeen

60 North Parke Street

Aberdeen, Maryland 21001

**Water and Sewer Name/Address Change**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Acct #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property owners shall fill out water and sewer name change form and present the proper identification to department of finance. We will not accept a name change form from tenant/renter of property.

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

Current Owners Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Owners Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As current owner, would you like a copy of the water bill sent to your address: Yes No

To approve transfer of water/sewer bill into tenant’s name, please fill out the following information:

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

Tenant Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ Owner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owners Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for account name change:

 Change of name (recent marriage or divorce)

 Send bill to new tenant/remove tenant

 Recent purchase

 Other (please explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR CITY OF ABERDEEN FINANCE DEPARTMENT USE ONLY**

**Type of identification shown: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Upon shown identification, please initial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 If you have any questions regarding City of Aberdeen water and sewer name change policy, please contact the Finance Department at (410) 272-1600.