

Property Owners: Please provide this completed form to the Watertown Water Department office at least 48 hours prior to the requested date to be changed, by:

- **FAX** to (920) 262-4087
- **E-mail** to wtnwater@ci.watertown.wi.us
- **Mail** to P.O. Box 477, Watertown WI 53094-0477
- **Drop off** at Water Dept. office, 800 Hoffmann Dr., or at City Hall, 106 Jones St.

CHANGE OF TENANT REQUEST FORM
ADDITION OF NEW TENANT(S) NAME

DATE: _____

PROPERTY ADDRESS: _____

DATE TO BE CHANGED: (Monday-Friday only) _____

OWNER INFORMATION:

Name: _____

Address: _____

Phone Number: _____

NEW TENANT INFORMATION:

Name: _____

Billing Address (if different from property address): _____

Phone Number: _____

PLEASE READ:

This is to authorize the Watertown Water Department to change the bill into the new tenant name listed above as of the “date to be changed”. The bill will not be changed out of the owner’s name until this form is signed by the new tenant.

SIGNATURE OF NEW TENANT:

REQUESTS MUST BE MADE 48 HOURS IN ADVANCE

***METER READINGS and TENANT NAME CHANGES WILL NOT BE DONE
ON SATURDAYS, SUNDAYS OR HOLIDAYS.***