

**FOR OFFICIAL USE
ONLY**

FRONT _____
Utility - Transfer Accts:
* FROM: _____
* TO: _____
- Service
- Meter
- Customer (Excel)
A/R _____
TAX _____



CHANGE OF OCCUPANCY FOR RENTAL

CITY OF VALDEZ

| P.O. Box 307 Valdez, AK. 99686 | Phone: 907-835-4313 | Fax: 907-834-3403 |

Use this form when you rent a property (when you move in or out as a tenant or as a landlord to notify COV of an occupancy change). If you are moving in, this should accompany a water/sewer use contract to set up City of Valdez utilities in your name.

SERVICE: WATER: SEWER: TAXES: DUMPSTER: ACCTS RECEIVABLE:

PHYSICAL ADDRESS OF PROPERTY: _____

LANDLORD'S NAME (OWNER OF PROPERTY): _____

LANDLORD/OWNER MAILING ADDRESS: _____

CITY: _____ **STATE** _____ **ZIP** _____ **PHONE** _____

NAME OF TENANT(S): _____

TENANT MAILING ADDRESS: _____

CITY: _____ **STATE** _____ **ZIP** _____ **PHONE** _____

TENANT EMAIL: _____

PREVIOUS TENANT OF PROPERTY: _____

MAILING/FORWARDING ADDRESS OF PREVIOUS TENANT: _____

CITY: _____ **STATE** _____ **ZIP** _____ **PHONE** _____

IS THIS YOUR PRIMARY RESIDENCE? YES _____ **NO** _____

DATE OF CHANGE OF OCCUPANCY: _____

REASON FOR CHANGE _____

SIGNATURE

WITNESS

APPROVED BY THE CITY OF VALDEZ