



# TENANT MOVE-IN/MOVE-OUT

SERVICE ADDRESS: \_\_\_\_\_ EFFECTIVE: \_\_\_\_\_

## NEW RENTER INFORMATION

NAME(S): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

I, the undersigned, hereby request that the utility bills for the above account be assigned to the above owner/renter. I understand the owner of the subject property is responsible for the timely payment of the utility bill and any interest or penalty that is the result of late payment. I also understand that the Town of Coupeville may terminate water service to this property due to a delinquent utility bill, and that water service so terminated shall not be reinstated to the subject address until such time as the delinquent bill plus the charges assessed pursuant to current Town Ordinances have been paid in their entirety.

OWNER/AGENT (PRINT): \_\_\_\_\_

OWNER/AGENT (SIGNATURE): \_\_\_\_\_ DATE: \_\_\_\_\_

ORIGINAL FORM MUST BE SUBMITTED TO:

Town of Coupeville, PO Box 725, Coupeville, WA 98239  
utilityclerk@townofcoupeville.org  
4 NE Seventh Street, Coupeville

**For Town Use:**

Prev. Acct # \_\_\_\_\_ New Acct # \_\_\_\_\_

Move Out \_\_\_\_\_ Move In \_\_\_\_\_

FB \_\_\_\_ NET \_\_\_\_

Register ID: \_\_\_\_\_

Prev. Read: \_\_\_\_\_

Final Read: \_\_\_\_\_