

UTILITIES SET-UP AND TRANSFER AGREEMENT

DATE _____ PROPERTY NAME / NUMBER _____
 RESIDENT NAME(S) _____

 UNIT NUMBER _____ STREET ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 PLANNED MOVE-IN DATE _____ ACTUAL MOVE-IN DATE _____

IMPORTANT-READ CAREFULLY!

Dear Prospective Resident:

Thank you for your application. This agreement will pertain to you after your application has been approved. It is our policy to require all incoming residents to personally contact the utility company(ies) to advise them of start-up of service. The utility company(ies) will also be notified to remove the property name from the temporary service as of the date of planned move-in. **If you fail to contact them, you will have an interruption of service. You will be held responsible for the bill from the date you move in.**

When you contact the utility company and make service arrangements, please obtain your new account number and list it below for Owner/Agent's records. Please return this sheet with the information. **Without exception, this document will be required before your keys can be issued.**

The following information may be helpful in making contact:

UTILITY COMPANY	PHONE	NEW ACCOUNT # (YOU FILL IN)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your efforts to take care of this matter in a timely way will greatly assist in the move-in process.

THANK YOU FOR YOUR COOPERATION

OWNER/AGENT _____
 AGENT _____
 ADDRESS _____

 TELEPHONE _____