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## City of Dover, New Hampshire WATER AND SEWER BILLING

### WATER & SEWER ACCOUNT CHANGES

- ADD A TENANT       REMOVE A TENANT  
 ADD A MANAGING AGENT       CHANGE A MAILING ADDRESS (CHANGE FOR TAX BILL? Yes  No   
 NAME CHANGE (Marriage Cert/Divorce Decree)

LOCATION: \_\_\_\_\_

DATE: \_\_\_\_\_

OWNERS NAME: \_\_\_\_\_

SID: \_\_\_\_\_

TENANT NAME: \_\_\_\_\_

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

DETAILS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OWNER'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

TENANT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

NOTARY SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

#### OFFICE USE ONLY

IN PERSON REVIEW OF: PASSPORT  OWNER'S LICENSE  TENANT'S LICENSE  NOTARIZED SIGNATURE   
(NOTARIZED SIGNATURE/PASSPORT/LICENSE REQUIRED FOR ADDING A TENANT & CHANGING THE MAILING ADDRESS ON AN ACCOUNT)

DATE VIEWED IN PERSON \_\_\_\_\_

EMPLOYEE NAME PRINTED \_\_\_\_\_

EMPLOYEE SIGNATURE \_\_\_\_\_

**ADDING A TENANT:** The owner must sign this form in order to add and or remove a tenant from an account. The tenant must also sign this form and show their license or passport **in person** to verify their signature as being the person responsible for the water & sewer bill. If the tenant is a business, the authorized individual able to sign on behalf of the business will need to have their signature notarized. Note: Both the owner and the tenant will receive a copy of all invoices. **MAILING ADDRESS CHANGE:** In order to verify the owner's signature, return this form **in person** with a state or federally issued photo ID such as a driver's license or passport so we can confirm with a photo ID; or This form may be notarized and mailed in (with original notary seal). **SUBMITTING THIS FORM:** This form may be mailed, faxed or emailed, however the owners/tenants license or passport will need to be shown **in person** at the Water & Sewer Billing Office. We are located on the ground floor of City Hal. Phone #: 603-516-6028, Fax # 603-516-6097, Email: utility@dover.nh.gov.