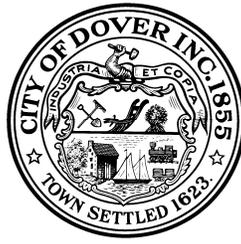


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City of Dover, New Hampshire

WATER AND SEWER BILLING
WATER & SEWER ACCOUNT CHANGES

- ADD A TENANT REMOVE A TENANT
 ADD A MANAGING AGENT CHANGE A MAILING ADDRESS
 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

COPY OR REVIEW OF: PASSPORT OWNER'S LICENSE NOTARIZED SIGNATURE
TENANT'S LICENSE

(NOTARIZED SIGNATURE/PASSPORT/LICENSE REQUIRED FOR ADDING A TENANT & CHANGING THE MAILING ADDRESS ON AN ACCOUNT)

DATE RECEIVED _____

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 a copy of their license or passport is required to verify their signature as being the person responsible for the water & sewer bill. Note: Both the owner and the tenant will receive a copy of all invoices. This form may be mailed or faxed, however the copy of the tenant's license or passport will need to be mailed as a fax copy is not legible. The tenant may also stop into the Water & Sewer Billing Office and show their license. If the tenant is a business, the authorized individual able to sign on behalf of the business will need to have their signature notarized. We are located on the 1st floor of City Hall across from the City Manager's Office. Phone #: 603-516-6028 ~ Fax #: 603-516-6097. **MAILING ADDRESS CHANGE:** A copy of a license is required for all mailing address changes, to verify ownership. Thank you.