



DANIEL R. LYNCH
Finance Director
d.lynych@dover.nh.gov

JAMIE MCCULLOCH
Office Manager
j.mcculloch@dover.nh.gov

City of Dover, New Hampshire WATER AND SEWER BILLING

Ground Floor
288 Central Avenue
Dover, New Hampshire 03820-4169
Phone: (603) 516-6028
Monday-Thursday, 8:30 AM to 5:30 PM
Friday, 8:30 AM to 4:00 PM
dover-utilitybilling@dover.nh.gov
www.dover.nh.gov

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/Death Cert/Divorce Decree)

LOCATION: _____

DATE: _____

OWNERS NAME: _____

SID: _____

TENANT/PROPERTY MANAGER NAME: _____ PHONE: _____

DETAILS: _____

OWNER'S SIGNATURE

DATE

TENANT'S/ PROPERTY MANAGER SIGNATURE

DATE

NOTARY SIGNATURE

DATE

OFFICE USE ONLY

IN PERSON REVIEW OF: PASSPORT OWNER'S LICENSE TENANT'S LICENSE NOTARIZED SIGNATURE
MANAGING AGENT (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; **this form may be notarized and mailed in (with original notary seal).** **SUBMITTING THIS FORM:** For notarized forms, is the notary's seal is raised, it must be mailed back to our office, if the seal is not raised it can be emailed to our office at dover-utilitybilling@dover.nh.gov

The form may also be faxed to 603-516-6097. We are located on the ground floor of City Hall. Phone #: 603-516-6028.