######  Notice of Service Change

######  Email: oas@snopud.com • Phone: (425) 783-8020 • Fax: (425) 267-6160

|  |  |
| --- | --- |
| **M****anager Name** |       |
| **A****partment Name** |       |
| **Phone #** |       |
| **Fax #** |       |

# **TENANT MOVING OUT**

# The following tenants have moved out, so billing responsibility for each unit’s power needs to be changed back to the owner/ apartment after the tenant stop date. This will keep power from being disconnected for vacant or non-pay status if a tenant does not call to close his/her account.

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| --- | --- | --- | --- |
| **Stop Date\*** | **Name** | **Address** (street address, city & zip) | **Forwarding Address** (street address, city & zip) |
|       |       |       |       |
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# **TENANT MOVING IN**

The following tenants have moved in, so billing responsibility for each unit’s power needs to be changed from the owner/apartment, effective the day before the tenant’s start date. This will not put service in a tenant’s name but place the property in a vacant status and a note will be added with new tenant’s name and start date.

|  |  |  |
| --- | --- | --- |
| **Start Date\*** | **Name** | **Address** (street address, city & zip code) |
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**IMPORTANT:** Due to the *Fair, Accurate Credit Transactions Act* of 2003, if a tenant does not have a verifiable Social Security number, he/she will be required to come into a PUD office with two forms of government-issued identification to open an account for service.

\*Date format is M/D/YY