

Final Utility Reading Request Form

Instructions: Tenants should complete this form to request a final utility meter reading and account closure upon moving out. Please print and complete this form clearly.

1. Tenant Information

Full Name:

Phone Number:

Email Address:

2. Property Details

Service Address (Street, Unit, City, State, Zip):

Scheduled Move-Out Date (MM/DD/YYYY):

3. Utility Account Information

Utility Provider Name:

Utility Account Number:

Requested Final Reading Date (MM/DD/YYYY):

4. Final Bill Forwarding Address

Mailing Address (Street, Unit, City, State, Zip):

5. Tenant Authorization

By signing below, I request a final utility reading at the service address listed above and authorize the provider to send the final bill to my forwarding address.

Tenant Signature (Print Name):

Date (MM/DD/YYYY):