



Concord General Services | 311 N State St. | Concord, NH 03301

(603)225-8693 | [utilitybilling@concordnh.gov](mailto:utilitybilling@concordnh.gov)

## APPLICATION FOR SERVICE

Account # \_\_\_\_\_ Todays Date \_\_\_\_\_

### SERVICE ADDRESS

House # & Street \_\_\_\_\_ Concord / Penacook (circle one)

### PROPERTY OWNER/LANDLORD INFORMATION

Name (s) \_\_\_\_\_

Mailing Address (if different than service address) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

YES! Please, sign me up to receive e-bills.\*    No, mail my bill    E-bill Only    Paper and E-bill

\*(NOT AVAILABLE TO PROPERTY OWNER IF TENANT IS RECEIVING BILLS)

### TENANT INFORMATION (If Applicable)

Name (s) \_\_\_\_\_

Mailing Address (if different than service address) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

YES! Please, sign me up to receive e-bills.    No, mail my bill    E-bill Only    Paper and E-bill

The undersigned hereby applies for water service to be supplied at the address herein described and agrees to pay bills upon presentation in accordance with the City's rates, terms and conditions set forth in the City of Concord's ordinance(s).

Tenant Signature \_\_\_\_\_

Tenant Signature \_\_\_\_\_

I am responsible if me tenant(s) at the above address does (do) not pay for his/her (their) services.

Property Owner/Landlord Signature \_\_\_\_\_

*To Our Customers:*

*Thank you for taking the time to provide us with the information requested on this application. New customers and customers requesting any change to the information contained in the utility bill's "Customer Billing Address" must complete and return a new Application for Service form to the department. The form is used to transfer billing information from one owner to the next when the property is sold. A tenant customer requesting that the utility bill for the leased property be put in the tenant's name **MUST HAVE** the landlord sign as well, or the form will be returned. Regardless, under all circumstances the property owner remains responsible for the payment of any and all municipal utility charges for the property. In the event an Application for Service is not provided to the department, the department will use the property owners name and address as obtained from the Real Estate Assessment Department of the City to bill for municipal utility charges.*

*For your information a summary of rules, rates and fees is available upon request. If you have any questions please contact a customer service representative by calling (603) 225-8693. You may also visit our website at [www.concordnh.gov](http://www.concordnh.gov).*