

## ADDRESS CHANGE REQUEST

Department of Public Works  
Charter Township of Plymouth



Service Address: \_\_\_\_\_

### COMMERCIAL PROPERTIES

- Change company name, leave mailing address the same.
- Change mailing address, leave company name the same.
- Change company name and change the mailing address.

Former mailing address: \_\_\_\_\_

New mailing address: \_\_\_\_\_

Daytime phone of person to receive bills: \_\_\_\_\_

Former company name: \_\_\_\_\_

New company name: \_\_\_\_\_

### RESIDENTIAL PROPERTIES

Name to appear on water bills: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Daytime phone of person to receive bills: \_\_\_\_\_

### REQUIRED GENERAL INFORMATION

Explanation for the change: \_\_\_\_\_

Changes requested by: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

I am the  Property Owner. Email: \_\_\_\_\_

I am the  Tenant. Landlord Name: \_\_\_\_\_

Landlord's Phone: \_\_\_\_\_ Landlord's Email: \_\_\_\_\_

I am the  Property Manager. Owner's Name: \_\_\_\_\_

Owner's Phone: \_\_\_\_\_ Owner's Email: \_\_\_\_\_

This is a rental property. Service Address is vacant  Yes  No

Mail bills  Go Paperless. Email to: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Questions? Call 734-414-1454**

*Mail this form to: Water Billing, Plymouth Township, 9955 N. Haggerty, Plymouth MI 48170*

**-OR- Fax to: Water Billing Department 734-453-4793**

**-OR- Email to: [waterbilling@plymouthtp.org](mailto:waterbilling@plymouthtp.org)**

### FOR OFFICE USE ONLY

Account Number: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Copy sent to Ordinance Enforcement (commercial only)