



OFFICE OF FINANCE

Richard Drain, Controller

County Executive John R. Leopold

Mail to:

BILLING AND CUSTOMER SERVICE
P.O. Box 427
ANNAPOLIS, MD 21404 MS 1103
Phone: 410-222-1144, Fax: 410-222-1202

Date _____

I, _____, owner of
property located at _____, with
(address)
parcel account number _____,
effective _____, request as a courtesy that Utility Bills for this
address be sent to my tenant:

Tenant's name _____

Mailing address _____

Tenant's Phone _____

When my tenant notifies the County that they no longer reside at my property, the billing will revert back to my name as the owner. In case of a new tenant, I would need to submit another request for the change.

Although this agreement to change the name on the bill(s) is between me, the owner, and my tenant, I, as the owner, will still maintain full responsibility for all payments of utility charges on the property. I understand that if these utility bills become past due, the service will be subject to turn-off and any unpaid balance(s) will be collected through the tax sale process or other debt collection methods available to Anne Arundel County.

Owner Signature

Owner Name

Owner Mailing Address

Daytime phone contact

Management Company (if applicable)

Address

Phone

Contact Person

Note: Any incomplete information will be returned.