



## **UTILITY BILLING ADDRESS/NAME CHANGE FOR NEW OWNER ONLY**

**This form is for property owner updates only, not Landlord/Tenant updates**

You may email it to [CUSTSERV@AACOUNTY.ORG](mailto:CUSTSERV@AACOUNTY.ORG), Mail it to Anne Arundel County, Office of Billing and Customer Service, PO Box 427 Annapolis, MD 21404-0427, or drop it off at any Anne Arundel County Cashiers Office.

Parcel/Account Number: \_\_\_\_\_

(If additional properties are being updated, attach a separate form for each property)

Property Location/Address: \_\_\_\_\_

(No.)

(Street)

(City)

(Zip Code)

Settlement Date: \_\_\_\_\_ Lot Number \_\_\_\_\_

New Owner/s Full Name/s: \_\_\_\_\_

(As listed on the Deed) \_\_\_\_\_

Daytime Contact Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

New Billing/ Mailing Address ( If different from the property address)

\_\_\_\_\_

Comments or Additional Information directly related to this transaction: \_\_\_\_\_

\_\_\_\_\_

"I certify that the above information is true and correct to the best of my knowledge. As the responsible party, I agree that all errors, misrepresentations, and omissions will be my responsibility."

Signature over Printed Name : \_\_\_\_\_

Date: \_\_\_\_\_

Title Company Name: \_\_\_\_\_

(If request is submitted by the Title Company)

Note: Thank you for updating the Utility Account. We do not start or stop service on the settlement date. The Title Company is responsible for proration of the next billing cycle.

Please allow for 10-15 business days (Monday –Friday) for this request to be verified and processed. For questions, please contact Customer Service at 410-222-1144.