



Mail to:

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

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 _____

The owner shall notify the County when the tenant no longer resides at the property and the billing will revert back to the owner. If the tenant notifies the County that they no longer resides at the property, the billing will revert back to the owner. If the tenant makes payments on any bills after they no longer reside in the property, the payment may be refunded by the County upon request and the owner shall be responsible for any back payments. In case of a new tenant, owner is required to submit another request for the change.

The owner shall be responsible to update the State Department of Assessments and Taxation (SDAT) Office of any change of mailing address for the owner. The owner shall file a change of mailing address form with SDAT and make sure this is completed by checking SDAT's website: www.dat.state.md.us.

Although this agreement to change the name on the bill(s) is between the owner and the tenant, the owner, maintains full responsibility for all payments of utility charges on the property. The owner understands 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

Tenant Signature

Management Company (if applicable)

Address

Phone

Contact Person

Note: Any incomplete information will be returned.

[Request can be mailed to address as indicated above or email at custserv@aacounty.org.](mailto:custserv@aacounty.org)