

## Move In - Move Out

Customer/Account Number:

Property Address:

Date received:

Person/Company making request:

Due Date/Final Read Date:

Is this a Title Company Request?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

(If Yes, fill out Title Company info below)

If this is a tenant moving out:

Has the tenant contacted the landlord about move out? Yes \_\_\_\_\_ No \_\_\_\_\_

Has the utility contacted the landlord? Yes \_\_\_\_\_ No \_\_\_\_\_

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

Contact person: \_\_\_\_\_

Method of Contact: (i.e. phone, email, letter, etc.) \_\_\_\_\_

### \*\*\*\* INCOMING \*\*\*\* Tenant/Owner Information:

Name(s):

Is this a Landlord: Yes \_\_\_\_\_ No \_\_\_\_\_

Mailing Address (if different from above):

Street:

City/State/Zip:

Phone #:

### \*\*\*\* OUTGOING \*\*\*\* Tenant/Owner Information:

Name(s):

Is this a Landlord: Yes \_\_\_\_\_ No \_\_\_\_\_

Forwarding Address:

Street:

City/State/Zip:

Phone #:

### Title Company Information (if needed)

Title Company:

Agent's Name:

Closing date:

Phone #:

Preferred method of delivering final bill: (i.e. fax or email)

Fax #:

Email: