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City of Dover, New Hampshire

WATER AND SEWER BILLING

WATER & SEWER ACCOUNT CHANGES

- ADD A TENANT REMOVE A TENANT
 ADD A MANAGING AGENT CHANGE A MAILING ADDRESS
 NAME CHANGE (Marriage Cert/Divorce Decree)

LOCATION: _____

DATE: _____

OWNERS NAME: _____

SID: _____

TENANT NAME: _____

PHONE: _____

DETAILS: _____

OWNER'S SIGNATURE

DATE

TENANT'S SIGNATURE

DATE

NOTARY SIGNATURE

DATE

OFFICE USE ONLY

COPY OR REVIEW OF: PASSPORT LICENSE NOTARIZED SIGNATURE
(NOTARIZED SIGNATURE/PASSPORT/LICENSE REQUIRED FOR ADDING A TENANT & CHANGING THE MAILING ADDRESS ON AN ACCOUNT)

DATE RECEIVED

EMPLOYEE NAME PRINTED

EMPLOYEE SIGNATURE

ADDING A TENANT: The owner must sign this form in order to add and or remove a tenant from an account. The tenant must also sign this form and a copy of their license or passport is required to verify their signature as being the person responsible for the water & sewer bill. This form may be mailed or faxed, however the copy of the tenant's license or passport will need to be mailed as a fax copy is not legible. The tenant may also stop into the Water & Sewer Billing Office and show their license. We are located on the 2nd floor of City Hall in the Finance Office. Phone #: 603-516-6028 ~ Fax #: 603-516-6097. **MAILING ADDRESS CHANGE:** A copy of a license is required for all mailing address changes, to verify ownership. Thank you.