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 (CHANGE FOR TAX BILL? Yes ☐ No ☐)
☐ 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 ______________________

IN PERSON REVIEW OF: PASSPORT ☐  OWNER’S LICENSE ☐  TENANT’S LICENSE ☐  NOTARIZED SIGNATURE ☐
(NOTARIZED SIGNATURE/PASSPORT/LICENSE REQUIRED FOR ADDING A TENANT & CHANGING THE MAILING ADDRESS ON AN ACCOUNT)

DATE VIEWED IN PERSON ______________________  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 show their license or passport in person to verify their signature as being the person responsible for the water & sewer bill. If the tenant is a business, the authorized individual able to sign on behalf of the business will need to have their signature notarized. Note: Both the owner and the tenant will receive a copy of all invoices. MAILING ADDRESS CHANGE: In order to verify the owner’s signature, return this form in person with a state or federally issued photo ID such as a driver’s license or passport so we can confirm with a photo ID; or This form may be notarized and mailed in (with original notary seal). SUBMITTING THIS FORM: This form may be mailed, faxed or emailed, however the owners/tenants license or passport will need to be shown in person at the Water & Sewer Billing Office. We are located on the ground floor of City Hall. Phone #: 603-516-6028, Fax # 603-516-6097, Email: utility@dover.nh.gov.