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[www.dover.nh.gov](http://www.dover.nh.gov)

## 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/Death 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

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:** Other than notarized forms, 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: [Dover-UtilityBilling@dover.nh.gov](mailto:Dover-UtilityBilling@dover.nh.gov).