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

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. MASTING 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-UtityBilling@dover.nh.gov.