

City of Swartz Creek Request for Records Change

Phone: (810)635-4464 Fax: (810)635-2887

Effective Date: \_\_\_\_\_ Service Address: \_\_\_\_\_

I, being the:  New Owner  Present Owner  
 Former Owner  Renter

Request the following change:

**Name Change Only** Old: \_\_\_\_\_ New \_\_\_\_\_

**Water & Sewer -**  OFF \$15.00 fee  
DPS needs to get in home for  ON \$15.00 fee Time: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Final Water Reading** \*\*Final bill will be sent to previous owner for payment unless otherwise specified\*\*

**Billing Address Change**

Owner/ renter (Printed) NEW FORMER PRESENT  
○ ○ ○

Owner/renter (Printed) NEW FORMER PRESENT  
○ ○ ○

**Owner/renter (Signature)**

**Owner/renter (Signature)**

Address \_\_\_\_\_

Address or P.O. (if different than service address) \_\_\_\_\_

City State Zip

City State Zip

Phone # \_\_\_\_\_

Phone # \_\_\_\_\_

Identification Checked By: \_\_\_\_\_

Last 3 Digits of ID: \_\_\_\_\_

Work Order # \_\_\_\_\_

Today's Date: \_\_\_\_\_