

# Name Change Request Form

Date: \_\_\_\_\_

Requested by (Staff): \_\_\_\_\_

## Customer Information:

Account # \_\_\_\_\_

Utility: ☐ VCSA ☐ LSSA ☐ NSU ☐ CSU ☐ SSU

Unit/Lot # \_\_\_\_\_

☐ MU ☐ GPU

Current Name on Account:

Change Name on Account to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name(s) on Current Deed: \_\_\_\_\_

Contact Name of Person Making Request: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

## Reason for Change

☐ Transfer of Property (i.e. sold, inherited, transfer of ownership)

☐ Change Name on Billing – Currently on Deed

☐ Other - Reason: \_\_\_\_\_

Documents Attached: Deed ☐ Death Cert ☐ Marriage License ☐ Other ☐ \_\_\_\_\_

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For Office use only:

### ACTION TAKEN:

Name Change on Account Completed: ☐

No Changes Made/Follow-Up Needed: ☐

Completed By: \_\_\_\_\_

Date: \_\_\_\_\_