

NOTICE OF CHANGE

PROPERTY NO. \_\_\_\_\_

DATE REQUESTED \_\_\_\_\_

EFFECTIVE BILLING PERIOD \_\_\_\_\_

\_\_\_ NEW TENANT

\_\_\_ TENANT LEFT

\_\_\_ OWNERS CHANGE OF ADDRESS

\_\_\_ TENANTS CHANGE OF ADDRESS

\_\_\_ ADD/CHANGE TELEPHONE

\_\_\_ ADD/CHANGE EMAIL ADDRESS

FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
PREPARED BY

\_\_\_\_\_  
ENTERED BY