

MOVING INTO MANSFIELD - RENTING:

YOU WILL NEED TO COME TO OUR OFFICE AND COMPLETE AND SIGN A REQUEST FOR ELECTRICITY FORM AT LEAST 24 HOURS BEFORE YOU NEED TO ELECTRICITY IN YOUR NAME

WE ARE LOCATED AT 125 HIGH STREET UNIT # 2

BUSINESS HOURS: MONDAY, TUESDAY, THURSDAY 8AM-4PM;
WEDNESDAY 8AM-8PM;
FRIDAY 8AM –12NOON

YOU WILL NEED TO PRESENT PHOTO ID AND PAY A DEPOSIT

MOVING OUT OF MANSFIELD - SELLING

ARE YOU SELLING YOUR HOME OR MOVING OUT OF A RENTAL PROPERTY?

SELLING:

WHAT IS THE ADDRESS OF THE HOME YOU ARE SELLING? _____

WHAT IS THE NAME THAT APPEARS ON THIS ACCOUNT? _____

WHAT IS THE DATE OF YOUR CLOSING? _____

NOTE: WE PROCESS YOUR FINAL BILL THE BUSINESS DAY BEFORE THE CLOSING SO THAT YOU MAY PAY THE BILL BEFORE THE CLOSING

JUST TO LET YOU KNOW IT IS OUR POLICY **NOT** TO SCHEDULE THE FINAL METER READING UNTIL WE HEAR FROM THE **BUYERS**.

COULD WE TAKE YOUR NAME & PHONE NUMBER IN CASE WE NEED TO CONTACT YOU?

CONFIRM THE ABOVE INFORMATION

+++++
+++++

MOVING OUT OF MANSFIELD - RENTAL PROPERTY:

WHAT IS THE ADDRESS YOU ARE MOVING OUT OF? _____

WHAT IS THE NAME THAT APPEARS ON THIS ACCOUNT? _____

WHO WAS YOUR LANDLORD AT THIS ADDRESS? _____

LANDLORD'S PHONE NUMBER OR ADDRESS? _____

WE NEED TO CONTACT THE LANDLORD TO SEE WHAT HE/SHE WOULD LIKE US TO DO ONCE THE FINAL READING IS TAKEN.

WHAT IS THE DATE YOU ARE MOVING OUT? _____

WHAT IS YOUR FORWARDING ADDRESS? _____

COULD WE TAKE YOUR NAME & PHONE NUMBER IN CASE WE NEED TO CONTACT YOU?

CONFIRM THE ABOVE INFORMATION