

City of Rehoboth Beach

229 Rehoboth Avenue
P.O. Box 1163
Rehoboth Beach, Delaware 19971



Telephone 302-227-6181
Fax 302-227-4643
www.cityofrehoboth.com

CHANGE OF ADDRESS FORM

This form must be completed and submitted to the City of Rehoboth Beach at 229 Rehoboth Avenue, Rehoboth Beach, DE 19971 or e-mailed to utility.billing@cityofrehoboth.com.

This does not authorize any changes other than the mailing address. A change regarding the ownership of the property requires a change in the deed.

Changes will be made within ten business days. When the change is made it changes all correspondence pertaining to that account. (Example; taxes, trash, water/sewer, parking permits, etc.)

ACCOUNT NUMBER: _____ DATE: _____

PROPERTY LOCATION: _____

CHANGE MAILING ADDRESS TO: _____

PHONE NUMBER(S): _____ / _____

IF YOU ARE NOT THE OWNER AND YOU ARE REQUESTING THE BILLS BE SENT TO YOU, PLEASE COMPLETE THE INFORMATION BELOW:

NAME: _____

RELATIONSHIP TO OWNER: _____

SIGNATURE

****NOTE: WATER/SEWER BILLING** – THE OWNER'S ACCOUNT WILL BE BILLED. UPON THE REQUEST OF THE OWNER, THE BILL CAN BE MAILED TO THE TENANT BUT THE OWNER'S ACCOUNT WILL BE BILLED AND THE OWNER WILL BE RESPONSIBLE FOR ANY USAGE BY THE TENANT.

IF/WHEN PROPERTY IS TRANSFERRED, THE ATTORNEY'S OFFICE WILL CALL TO REQUEST A FINAL WATER READING AND COLLECT ANY USAGE AT SETTLEMENT.

IF/WHEN A TENANT MOVES IN OR OUT, THE OWNER MAY WANT TO CALL FOR A FINAL READING.

OFFICE USE ONLY

DATE RECEIVED: ____/____/____ DATE CHANGED: ____/____/____

CHANGES MADE BY: _____