



**Mail to:**

BILLING AND CUSTOMER SERVICE  
P.O. Box 427  
ANNAPOLIS, MD 21404 MS 1103  
Phone: 410-222-1144, Fax: 410-222-1202

Date \_\_\_\_\_

I, \_\_\_\_\_, owner of  
property located at \_\_\_\_\_, with  
(address)  
parcel account number \_\_\_\_\_,  
effective \_\_\_\_\_, request as a courtesy that Utility Bills for this  
address be sent to my tenant:

Tenant's name \_\_\_\_\_

Mailing address \_\_\_\_\_

Tenant's Phone \_\_\_\_\_

When my tenant notifies the County that they no longer reside at my property, the billing will revert back to my name as the owner. In case of a new tenant, I would need to submit another request for the change.

Although this agreement to change the name on the bill(s) is between me, the owner, and my tenant, I, as the owner, will still maintain full responsibility for all payments of utility charges on the property. I understand that if these utility bills become past due, the service will be subject to turn-off and any unpaid balance(s) will be collected through the tax sale process or other debt collection methods available to Anne Arundel County.

\_\_\_\_\_  
Owner Signature  
\_\_\_\_\_  
Owner Name  
\_\_\_\_\_  
Owner Mailing Address  
\_\_\_\_\_  
Daytime phone contact

\_\_\_\_\_  
Management Company (if applicable)  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Phone  
\_\_\_\_\_  
Contact Person

**Note: Any incomplete information will be returned.**

Request can be mailed to address as indicated above or faxed to  
tel#410-222-1202 or email at [custserv@aacounty.org](mailto:custserv@aacounty.org).