



MODIFICATION OF BILLING SERVICES FORM

***Use this form to update your account to reflect changes in renter move in/move outs, renter name change, roommate or occupancy change. This form can only be used if NWP has a New Billing Services Set Up form on file for the owner making the changes. This form should not be used to reflect a sale or transfer of ownership of the property.**

Community: _____

Name of Owner: _____

Service Address: _____

Name of Renter (if applicable)¹: _____

Billing Address: _____

(If different from above)

Daytime Phone: _____ **Home Phone:** _____

Please explain the modification: _____

Processing Instructions:

Please fax this completed form to:

949-250-6397

Attention: Resident Services – Owner Account Modification

By signing below, I affirm that the above information is accurate.

Signature: _____

Printed Name: _____

Date: _____

¹ If NWP is sending the invoices to a renter, please provide the renter's name in order to identify the account.