



## NEW BILLING SERVICES SET UP FORM

\*Use this form to show that the ownership of the property has changed in order to set up new service.

Community: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Service Address: \_\_\_\_\_

\_\_\_\_\_

Name of Renter (if applicable)<sup>1</sup>: \_\_\_\_\_

Billing Address: \_\_\_\_\_

(If different from above)

\_\_\_\_\_

Billing Service to commence on: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Payment Instructions: Payments should be made and sent to:

**NWP Services Corporation  
P.O. Box 553178  
Detroit, MI 48255-3178**

- You may also pay your utility bill via Auto Debit via [www.nwpsc.com](http://www.nwpsc.com)
- Payments received after the due date may be subject to a Late Fee
- All Returned Checks will be charged a \$29.00 fee\*

### Processing Instructions:

Please fax this completed form AND a legal document such as a deed, settlement statement or transfer of fees evidencing change of ownership to:

**949-250-6397**

**Attention: Resident Services – Owner request Account Activation**

*By signing below, I affirm that the above information is accurate. I also agree that I, as the owner of the above listed unit or property, am responsible for the payment of this utility and that if payment is not made the Management Co. and/or Associations overseeing this respective community may pursue legal action.*

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
<sup>1</sup> If you want NWP to invoice a tenant in the unit, please provide the renter's name