



DISCONTINUANCE OF BILLING SERVICE FORM

***Use this form to show that the ownership of the property has changed in order to discontinue the billing service.**

Community: _____

Name of Owner: _____

Service Address: _____

Name of Renter (if applicable)¹: _____

Billing Address: _____
(If different from above)

Billing Service to be discontinued on: _____

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

Payment Instructions:

- Your NWP Final Bill is to be paid directly to your community once received.
- 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 Service – Owner Request Deactivation

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: _____

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