



Town of Friday Harbor
P.O. Box 219 | 60 Second Street
Friday Harbor, WA 98250
Phone: 360-378-2810

Change in Utility Service – New Owner

Service Address: _____ Old Account #: _____

New Owner Name(s) (First & Last): _____

Mailing Address: _____

Phone: _____ (H) _____ (C) _____ (W)

Email: _____

Single Family Residence – Sign me up for:

☐ Recycle

☐ Yard Waste

COM/IND/LMF/PA– Sign me up for:

☐ Cardboard

☐ Grease

FOR OFFICE USE ONLY:

Classification:

- ☐ COM
- ☐ IND/LMF
- ☐ MFR
- ☐ PA
- ☐ SFR
- ☐ SFR Low Income
- ☐ Refuse Only

Location:

- ☐ In Town
- ☐ Out of Town

Tenant Status:

- ☐ N/A
- ☐ Keep with Fee
- ☐ Keep no Fee
- ☐ Remove

Water Meter Size:

- ☐ N/A
- ☐ 5/8"
- ☐ 1"
- ☐ 1.5"
- ☐ 2"
- ☐ 3"
- ☐ 4"

Sewer Strength:

- ☐ N/A
- ☐ SFR
- ☐ Low
- ☐ High
- ☐ Sub-Meter

ERUs: _____

Refuse Day:

☐ N/A ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri

Residential Routes:

☐ Daily ☐ Recycle ☐ Yard Waste

Commercial Routes:

☐ Daily ☐ Cardboard ☐ Grease

Current Meter Read: _____

Previous Meter Read: _____

Final sale documentation verified by _____ on _____. → Forward to Assistant Finance Officer.

- ☐ Refund audit performed.
 - No refund due to seller.
 - Refund of \$_____ due. Treasurer's check # _____ mailed _____.
- ☐ Move in new owner. For existing use "Find Contact" or "Create New".
- ☐ Edit property's owner contact information.
 - Edit property | Owner Contact Information | Change Owner | Confirmation & Finish
- ☐ Add notes referencing accounts. (Old & New)
- ☐ Inactivate old account; method determined on if there is a balance on account.
 - No balance due: manually inactivate.
 - Balance due: Balance Transfer Button. Select deactivation box for old account to be inactivated.
- ☐ Add account to current billing run.
- ☐ Verify new account is in applicable group(s), has correct charges, & in correct refuse routes.
- ☐ Update meter readings if owner change occurred after meter reading time.
- ☐ Move all refuse line items to new account. (Delete old, manually add to new.)
- ☐ Change meter owner information in Kamstrup Ready software.
- ☐ Update previous owner Invoice Cloud. Remove banking/cc info and block all future payments.

New Account #: _____ set up by _____ on _____. → Copy & Return to Customer Service.

Notes: _____