



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:

<b>Classification:</b>	<b>Location:</b>	<b>Water Meter Size:</b>	<b>Sewer Strength:</b>
<input type="checkbox"/> COM	<input type="checkbox"/> In Town	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A
<input type="checkbox"/> IND/LMF	<input type="checkbox"/> Out of Town	<input type="checkbox"/> 5/8"	<input type="checkbox"/> SFR
<input type="checkbox"/> MFR		<input type="checkbox"/> 1"	<input type="checkbox"/> Low
<input type="checkbox"/> PA	<b>Tenant Status:</b>	<input type="checkbox"/> 1.5"	<input type="checkbox"/> High
<input type="checkbox"/> SFR	<input type="checkbox"/> N/A	<input type="checkbox"/> 2"	<input type="checkbox"/> Sub-Meter
<input type="checkbox"/> SFR Low Income	<input type="checkbox"/> Keep with Fee	<input type="checkbox"/> 3"	
<input type="checkbox"/> Refuse Only	<input type="checkbox"/> Keep no Fee	<input type="checkbox"/> 4"	
	<input type="checkbox"/> Remove		
<b>Refuse Day:</b>	<input type="checkbox"/> N/A <input type="checkbox"/> Mon	<input type="checkbox"/> Tues <input type="checkbox"/> Wed	<input type="checkbox"/> Thurs <input type="checkbox"/> Fri
<b>Residential Routes:</b>	<input type="checkbox"/> Daily	<input type="checkbox"/> Recycle	<input type="checkbox"/> Yard Waste
<b>Commercial Routes:</b>	<input type="checkbox"/> Daily	<input type="checkbox"/> Cardboard	<input type="checkbox"/> Grease
<b>Current Meter Read:</b>	<b>Previous Meter Read:</b> _____		

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 deactivate.
  - Balance due: Balance Transfer Button. Select deactivation box for old account to be deactivated.
- 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: \_\_\_\_\_