



CUSTOMER SERVICE

Mayor Ronny Walker

Board of Aldermen
Carolyn Cage · District 1
Angela Mayfield · District 2
Jedd Lewis · District 3
Jim Pearce · District 4
Bruce Siegmund · District 5

Date: _____

Owner's Name: _____

Owner's billing address: _____

I, _____, owner of the property located at _____, Ruston, La., am hereby requesting that the utility account revert to being billed in my name in the event that the tenant/tenants vacate the utility account. I understand that I will be responsible for utility bills that occur after the tenant has moved and taken the utilities out of their name/names.

By signing this form, I understand that I am authorizing the City of Ruston to put the utility account in my name each time the tenant/tenants move out of this address and disconnect the services. I also understand that the services could be turned off and finaled for non-payment by the tenant. In the event this occurs, I understand and agree that the account will then go back into my name.

This request is to continue for utility billing to revert to my name until I instruct the City of Ruston to discontinue this courtesy. In the event that I incur unpaid utility bills, the City has the right to void this contract.

Please provide a photo ID along with this form to complete processing.

Printed Name of Customer

Signature of Customer

Printed Name of CSR

Signature of CSR

Approved by: Customer Service Manager