

CITY OF LINDEN
REQUEST FOR RECORD CHANGE

Account# _____

New Renter Information

Name _____

Property Address _____

Mailing Address (if different) _____

Phone Number _____

If no rental deposit is on file the balance of any utility bill that is two or more quarterly billings behind in May of each year, will be placed on the Owner's:
Summer Tax Bill.

If a \$300 renters deposit is on file with the City water will be turned off if any Quarterly Bill is not paid.

Renter's Signature: _____

Date: _____

THIS FORM MUST BE BROUGHT IN TO CITY HALL IN PERSON TO VERIFY IDENTITY. PLEASE BRING PICTURE ID WITH YOUR NEW ADDRESS OR PICTURE ID AND A COPY OF YOUR LEASE AGREEMENT

Property Owner Information

Name _____

Mailing Address _____

Phone Number _____

Mail Bill Copy to Owner: Yes ___ No ___ Late Only ___

You may access the status of your utility bill online anytime at www.lindenmi.us or call City Hall at (810) 735-7980 during regular business hours of Monday–Thursday from 8 am to 5 pm. (Closed 12:30-1:30 for lunch) Friday hours: 8 am to 1 pm

* **FOR CITY USE ONLY BELOW THIS LINE** *

Verified identity by: _____ (Initial) _____

Driver's License with correct address: _____

OR
Driver's License & Copy of current Lease: _____

Final Read Form completed: _____

Copy sent to Owner: _____