

**Rental Property  
Authorized Agent  
Utility Billing  
Change of Address**



The Mayor & Council of Middletown 19  
West Green Street Middletown, DE  
19709-1315 Phone: 302-378-2711  
Fax: 302-378-9172  
[www.middletownde.org](http://www.middletownde.org)  
[permits&inspections@middletownde.org](mailto:permits&inspections@middletownde.org)

**Owner Information      Please print legibly**

Owner Name: \_\_\_\_\_ Title \_\_\_\_\_

Additional Owner Name: \_\_\_\_\_ Title \_\_\_\_\_

Service Address: \_\_\_\_\_

Unit /Apartment #: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner mailing address: \_\_\_\_\_

Unit/ Apartment #: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
(P.O. Box will not be accepted. Physical address required)

Home Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT**

\_\_\_\_\_  
Signature (Owner) / Print Date

\_\_\_\_\_  
Signature (Owner) / Print Date

**Property Maintenance Company Information      Please print legibly**

Authorized Agent Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(P.O. Box will not be accepted. Physical address required)

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Town of Middletown Business License #: \_\_\_\_\_ Business #: \_\_\_\_\_

Mobile #: \_\_\_\_\_ E-mail: \_\_\_\_\_

24 Hr. #: \_\_\_\_\_

I am requesting to have the billing address for the water and sewer to be mailed \_\_\_\_ and / or e-mailed \_\_\_\_.

To the above referenced information as of the start of this date: \_\_\_\_\_.

**I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT**

\_\_\_\_\_  
Signature (Responsible Authorized Agent) / Print Date

**Town of Middletown Billing Department use:**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Please send a copy to the License and Inspection department for the rental records

**NOTE:** It is both the Owner and Authorized Agent's responsibility to advise the Town of Middletown **in writing**, of any changes to the above-referenced rental property.