



BOROUGH OF WASHINGTON

PHONE: (908) 689-3600

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FAX: (908) 689-9485

CHANGE OF MAILING ADDRESS REQUEST FOR SEWER & SOLID WASTE PURPOSES

PLEASE CHECK ONE OF THE CHOICES: OWNER OCCUPIED PROPERTY: _____ RENTAL PROPERTY: _____

TAX BLOCK: _____ TAX LOT: _____ SEWER ACCOUNT #: _____

PROPERTY LOCATION: _____ GARBAGE ACCOUNT #: _____

PROPERTY OWNER: _____

OWNER ADDRESS: _____

OWNER TELEPHONE NUMBER: _____

THE ABOVE LISTED OWNER OF THE PROPERTY KNOWN AS BLOCK _____ LOT _____ WITHIN THE BOROUGH OF WASHINGTON HEREBY REQUESTS THAT UTILITY SERVICE BILLS BE SENT TO THE FOLLOWING ADDRESS:

BILLING NAME: _____

BILLING ADDRESS: _____

BILLING CONTACT PHONE NUMBER: _____

CHAPTER 70-32 (B) OF THE BOROUGH OF WASHINGTON CODE

"ALL BILLS FOR SEWER/GARBAGE SOLID WASTE CHARGES SHALL BE MAILED VIA THE UNITED STATES POSTAL SERVICE TO THE OWNER AT THE ADDRESS LISTED ON THE TAX RECORDS OF THE MUNICIPALITY WHERE THE PROPERTY IS LOCATED, UNLESS THE OWNER MAKES WRITTEN APPLICATION TO THE BOROUGH TAX COLLECTOR NOT LATER THAN FIFTEEN (15) DAYS BEFORE ANY BILL IS SENT, REQUESTING THAT THE STATEMENT BE SENT TO THE TENANT OR SYSTEM USER FOR PAYMENT DIRECTLY BY THE TENANT."

Please understand that if you change the mailing address to the tenant that you will no longer receive any correspondence for these accounts. This can include, but is not limited to: annual bills, delinquent notices, tax sale notifications, etc. Any bills not paid in the current year are eligible for tax sale in the following year. By adding the tenant as the 'Bill To' you understand that if these accounts go unpaid that the tax sale notices will be mailed to the tenant and you may have a lien placed against your property.

OWNERS SIGNATURE: _____ DATE: _____