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## City of Dover, New Hampshire

WATER AND SEWER BILLING  
WATER & SEWER ACCOUNT CHANGES

- ADD A TENANT       REMOVE A TENANT  
 ADD A MANAGING AGENT       CHANGE A MAILING ADDRESS  
 NAME CHANGE (Marriage Cert/Divorce Decree)

LOCATION: \_\_\_\_\_

DATE: \_\_\_\_\_

OWNERS NAME: \_\_\_\_\_

SID: \_\_\_\_\_

TENANT NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

DETAILS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OWNER'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

TENANT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

NOTARY SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**OFFICE USE ONLY**

COPY OR REVIEW OF: PASSPORT

OWNER'S LICENSE

NOTARIZED SIGNATURE

TENANT'S LICENSE

(NOTARIZED SIGNATURE/PASSPORT/LICENSE REQUIRED FOR ADDING A TENANT & CHANGING THE MAILING ADDRESS ON AN ACCOUNT)

**ADDING A TENANT:** The owner must sign this form in order to add and or remove a tenant from an account. The tenant must also sign this form and a copy of their license or passport is required to verify their signature as being the person responsible for the water & sewer bill. If the tenant is a business, the authorized individual able to sign on behalf of the business will need to have their signature notarized. Note: Both the owner and the tenant will receive a copy of all invoices. **SUBMITTING THIS FORM:** This form may be mailed, faxed or emailed, however the copy of the owners/tenants license or passport will need to be mailed as a fax copy is not legible. The owner/tenant may also stop into the Water & Sewer Billing Office and show their license. We are located on the 1<sup>st</sup> floor of City Hall across from the City Manager's Office. Phone #: 603-516-6028, Fax # 603-516-6097, Email: [utility@dover.nh.gov](mailto:utility@dover.nh.gov). **MAILING ADDRESS CHANGE:** A copy of the owner's license or a notarized signature of the individual authorized to sign on behalf of the owner is required for all mailing address changes. Thank you.