



# Town of Clover

## Application for Name Change or Transfer Utility Service

116 Bethel Street · P.O. Box 1060 · Clover · SC · 29710

P: (803) 222-9495 · F: (803) 222-6955 · www.cloversc.org

Today's date: \_\_\_\_\_

Account No: \_\_\_\_\_

### Current Information:

Customer Name: (Please Print) \_\_\_\_\_

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

Date to be disconnected: \_\_\_\_\_

### New Information:

Customer Name: (Please Print) \_\_\_\_\_

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

Date to be connected: \_\_\_\_\_

Phone number \_\_\_\_\_ Emergency number \_\_\_\_\_

Email address \_\_\_\_\_ Landlord Name \_\_\_\_\_

By submitting this form, you are authorizing the Town to make changes to your account.

**DOWNLOAD AND EMAIL TO JKNIGHT@CLOVERSC.ORG OR PRINT AND DROP OFF AT TOWN HALL, 116 BETHEL STREET, AT THE DRIVE THRU OR IN THE DROP BOX. ATTACH PAYMENT.**

### Name Change:

- **Marriage ONLY:** Complete application. Updated driver's license or ID with correct name required.—No Charge.
- **Death of Customer/Account Holder:**
  - Spouse—No Charge, complete application.
  - Live in family member/caregiver—\$25 transfer fee. Deposit depending on account history.
  - Heir— With active account—\$25 transfer fee. Deposit depending on account history.  
Without active account—\$75 Service Connection Fee plus deposit (\$75 or \$30 with letter of credit).
- **Divorce:**
  - \$25 transfer fee plus appropriate deposit. Complete application. Landlord verification, if leasing.

**Transfers:** Landlord verification, if leasing, AND:

1. If customer is moving from one location to another immediately. Complete application, \$25 transfer fee.
2. If customer has an existing account and wants to open another account at a different location. Complete application, \$25 transfer fee plus deposit depending on current account history.

### For Office Use Only:

Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Transfer fee: \_\_\_\_\_ Deposit: \_\_\_\_\_