



City of Leander Utilities
PO Box 317
Leander, TX 78646-0317

Office Hours: 8 a.m. to 5 p.m., M-F
Office: (512) 259-1142
Email: customer@leandertx.gov

After Hours Emergencies, Call: (512) 259-2640

TRANSFER SERVICE FORM

TODAY'S DATE _____ ACCOUNT NAME _____

HOME PHONE # _____ MOBILE PHONE # _____

WORK PHONE # _____ EMAIL _____

TRANSFER FROM:

ACCOUNT ADDRESS _____

ACCOUNT # _____

DISCONNECT DATE _____

TRANSFER TO:

ACCOUNT ADDRESS _____

START DATE _____

CUSTOMER SIGNATURE _____

PLEASE NOTE:

- TRANSFER SERVICE FORMS MUST BE SUBMITTED AT LEAST 24 HOURS PRIOR TO YOUR REQUESTED DISCONNECT DATE. **SAME DAY SERVICE IS NOT AVAILABLE.**
- REQUESTS ARE PROCESSED MONDAY-FRIDAY 8 A.M. TO 5 P.M. (EXCLUDING HOLIDAYS)
- PHOTO IDENTIFICATION IS REQUIRED.
- ACCOUNTS WITH **PAST-DUE BALANCES MUST BE PAID IN FULL** BEFORE UTILITY SERVICES CAN BE TRANSFERRED TO A NEW ADDRESS.
- AFTER SERVICES ARE TRANSFERRED TO A NEW ADDRESS, **A TRANSFER FEE OF \$20.00** WILL BE ADDED TO NEXT MONTH'S UTILITY BILL.
- CREDIT/DEBIT AUTO PAYMENT INFORMATION DOES NOT AUTOMATICALLY TRANSFER.
- PAYMENT DUE DATE IS SUBJECT TO CHANGE FOR NEW ACCOUNT.