



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: customercare@leandertx.gov

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

CHANGE REQUEST FORM

TODAY'S DATE _____ PHONE # _____

ACCOUNT HOLDER NAME _____

ACCOUNT # _____

ACCOUNT ADDRESS _____

New email: _____ New phone: _____ New SSN: _____

(if applicable when adding or changing individual on the account)

TYPE OF CHANGE REQUESTED

- ☐ ADD INDIVIDUAL TO ACCOUNT
- ☐ REMOVE INDIVIDUAL FROM ACCOUNT
- ☐ CANCEL BANK DRAFT
- ☐ MAILING ADDRESS CHANGE
- ☐ RELINQUISH DEPOSIT TO NEW OWNER
- ☐ ESTABLISH LANDLORD ACCOUNT *(If you would like to also reactivate your account at this time, please check here _____ & reactivation date _____)*
- ☐ MISCELLANEOUS *(Please describe change below)*

DRIVER LICENSE # _____

(Please attach a copy of driver license)

CUSTOMER SIGNATURE _____

**** PHOTO IDENTIFICATION IS REQUIRED FOR ALL CHANGE REQUESTS ****