

# MOVING?

Before moving, please notify Carma Billing Services at least 1 week prior to your move. We will read your meter and send the final bill to your new address. If applicable, your security deposit will be applied to your final bill; any credit balance will be mailed to you. Failure to notify us may result in additional charges.

## Customer Moving Form

PLEASE COMPLETE APPLICABLE FIELDS IN ORDER FOR INFORMATION TO BE PROCESSED.

<b>ACCOUNT INFORMATION</b>	ACCOUNT NAME (S)		ACCOUNT NO.			
<b>CURRENT ADDRESS</b> (MOVE OUT ADDRESS)	STREET #		UNIT #			
	STREET NAME		CITY		POSTAL CODE	
<b>FORWARDING ADDRESS</b> (FOR FINAL BILLING)	STREET #		UNIT #			
	STREET NAME		CITY		POSTAL CODE	
<b>CONTACT INFO</b> (WHERE YOU MAY BE REACHED)	PHONE NUMBER		E-MAIL			
<b>Condominium Owners:</b> Please provide the name & phone # of your real estate Lawyer.						
All information submitted through this Form will <u>only</u> be used by CARMA in support of our obligations under the Billing Agreement. Our billing format and practices follow the guidelines of applicable Ontario Energy Board Codes and Rules, associated policies, standards and procedures. This information is being collected and used for billing, collection and auditing purposes only, and will be assigned the appropriate confidentiality level on receipt.						
MOVE OUT DATE  _____ MM/DD/YYYY		I (we) understand that my (our) security deposit, if applicable, will be applied to my (our) account on final billing; should the bill amount be less than the amount of the security deposit, Carma will mail a cheque for the balance to the forwarding address provided above. I confirm that the information provided above is true.  X _____ Date: _____ CUSTOMER(S) SIGNATURE				

PLEASE COMPLETE, SIGN, DATE AND FAX 1.866.577.1224 TO CARMA.

QUESTIONS: PLEASE CALL 1.888.298.3336