



The Town of Fairview is prohibited from altering or removing a name from an account until the matter is settled or a decision is reached by the court regarding Property and Utility account possession.

* In the event of a death you will send us a copy of the Death certificate with a written request to change the name. A new application is most helpful in giving this information.

* Once your divorce is either finalized, dismissed or the Court provides further direction concerning the utility account the Town can complete your request. The front page, which states the name of the subjects involved in the matter, the last page signed by the judge, and the page that assigns ownership of the Utility deposit (under found in the paragraph that assigns owner property of each subject)

Since we don't have any detailed information which identifies you listed on the account, please complete the Customer Service change request form that is listed on our webpage under water and trash. You must submit the legal documents plus the Customer Service change form request form in order to complete your request.



Utility Billing Department

372 TOWN PLACE

FAIRVIEW, Texas 75069

Email address: utilitybilling@fairviewtexas.org

Website: www.fairviewtexas.org

MAILING ADDRESS OR CHANGE TO ACCOUNT FORM

- FINAL ACCOUNT (MOVING) **PLEASE PROVIDE DATE AND FORWARDING ADDRESS**
- CHANGE MAILING ADDRESS- **PLEASE PROVIDE EFFECTIVE DATE AND NEW MAILING ADDRESS**
- CHANGE PHONE NUMBERS -**PROVIDE NAME OF PHONE CONTACT & NUMBER**
- CHANGE TO ACCOUNT NAME OR RESPONSIBLE PARTY ON THE ACCOUNT:

IF CHANGE IS DUE TO MARRIAGE, COPY OF MARRIAGE LICENSE IS NEEDED ALONG WITH THE REQUEST. PLEASE CHECK WITH US AFTER THE REQUEST IS SUBMITTED TO BE SURE ALL CONTACT INFORMATION IS UP TO DATE.

If you didn't put your spouse name on the account and want to change the account to a joint account you must explain why you are requesting the name change. (for example: I forgot to add my wife or husband name to the account.

IF CHANGE IS DUE TO DEATH OR DIVORCE: Please provide a death certificate (with named survivor) or court papers to show that the ownership of the utility deposit has changed.

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Once your matter is either finalized, dismissed or the Court provides further direction concerning the utility account the Town can complete your request.

PLEASE PROVIDE US WITH A DESCRIPTION OF THE REQUESTED CHANGE TO YOUR ACCOUNT:

PLEASE PROVIDE US WITH A VALID EMAIL AND PHONE NUMBER TO BE LISTED ON YOUR ACCOUNT AS WELL AS IDENTIFYING DRIVER'S LICENSE OR IDENTIFICATION CARD.