

# Burr Oak Woods Utility Transfer Form

## Your New Address:

Building \_\_\_\_\_ N.W. Duncan Rd., Apt. \_\_\_\_\_, Blue Springs, Mo 64015

Your Rental application was accepted! However, before you can take possession of the apartment, you must do the following:

- 1) Make the necessary arrangements to transfer the electric service to your name.
- 2) Complete and sign this form.
- 3) Return Form to Office

Your electric service is a service that, according to the rental agreement, you, as a resident, will be responsible directly for. You must apply by telephone or directly in person at the utility company and make the necessary arrangements. Your signature gives permission for the owner/manager to verify the information provided by the utility company.

Resident's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Electric Company: KCPL

Contact Info: (816)471-5275

Date utility to be transferred to tenant's name: \_\_\_\_\_

Name on account: \_\_\_\_\_ Account Number: \_\_\_\_\_

**Please ask KCPL to repeat the address and apartment number back to you to make sure their records are correct for accurate billing information.**