



NEVIS ELECTRICITY COMPANY LIMITED

P. O Box 852, Main Street, Charlestown, Nevis, West Indies Tel: (869) 469-7243

NAME/ADDRESS CHANGE FORM

~ Existing Account Information~

APPLICATION# _____

CUSTOMER NAME: _____ ACCOUNT #: _____

SERVICE ADDRESS: _____

TELEPHONE: _____ - _____ (WORK) _____ (HOME) _____ (CELL)

EMAIL: _____

SIGNATURE: _____ DATE: _____

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~ Information to Be Updated~

NEW ACCOUNT NAME: _____

NEW LOCATION ADDRESS: _____

NEW BILLING ADDRESS: _____

TELEPHONE: _____ (WORK) _____ (HOME) _____ (CELL)

DATE NEW TENANT
MOVED IN ____/____/____ ID# _____ D.O.B ____/____/____

EMAIL: _____

SIGNATURE _____ DATE _____

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~ Owner Information~

OWNER LANDLORD AGENT NAME: _____

ADDRESS: _____

OWNER'S NAME _____ TEL# _____

TELEPHONE: _____ (WORK) _____ (HOME) _____ (CELL)

SIGNATURE: _____ DATE: _____

AGREEMENT: I _____ DO HEREBY AGREE TO BE FULLY RESPONSIBLE IN SETTLING ANY CHARGES INCURRED ON THIS ACCOUNT BY PREVIOUS TENANT.

SIGNATURE: _____ DATE: _____

FOR OFFICIAL USE ONLY	
DATE RECEIVED: ____/____/____	RECEIVED BY: _____
CHANGED APPROVED BY: _____ Manager/Supervisor	DATE: _____
DATE CHANGED: ____/____/____	CHANGED By: _____ In Block Letters

REQUIREMENTS FOR NAME/ADDRESS CHANGE

- Account number and or meter number **must** correspond with the database.
- In the case a change in name on the account, a refundable deposit is to be paid by the tenant before the transaction is completed.
- If the form is signed by anyone other than the owner, the agent or landlord **must** submit a letter from the owner authorizing the agent or landlord to act on his/her behalf.
- A Final Reading form **must** accompany this form if there would a change of tenants or sale of property and or change of ownership.
- Balance on a/c **must** be **\$0.00 for the name to be change**
- There are **three sections** to be filled out before submitting to NEVLEC:
 1. Present a/c holder
 2. New a/c holder
 3. Owner/agent/landlord
- Proof of ownership or power of attorney **must** be presented. If none of these documents are available then the letter of agreement **must** be signed and attached to the completed form
- A **valid** ID must be presented for the new account holder (*Passport, Driver's license, Social Security, Work Permit*)
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