



TENANT CHANGE FORM

BUILDING ROUTE NUMBER: _____

DATE: _____

Please complete the following information and send to:

SOUTH SHORE ENERGY SERVICES, INC.

5516 STATE ROAD, PARMA, OHIO 44134

Or fax to: 216-749-5132

Email: southshoreenergy@meterreadings.com

BUILDING INFORMATION:

BUILDING NAME: _____ BUILDING ADDRESS: _____

CITY / STATE / ZIP: _____ PHONE / FAX: () _____ () _____

MAINTENANCE PERSON OR ON-SITE CONTACT: _____

ACCOUNT / METER INFORMATION:

ACCOUNT NUMBER: _____

METER NUMBER: _____

OLD TENANT NAME: _____

OLD TENANT ADDRESS: _____

FINAL METER READING: _____ **DATE:** _____

NEW TENANT NAME: _____

NEW TENANT ADDRESS: _____

START METER READING: _____ **DATE:** _____

COMPLETED BY: _____ **DATE:** _____