

**DPW USE**

ARB # \_\_\_\_\_

DATE: \_\_\_\_\_

CURRENT READ: \_\_\_\_\_

DATE: \_\_\_\_\_

PREVIOUS READ: \_\_\_\_\_



121 North Fourth Street, West Branch, Michigan 48661  
Phone 989-345-0500, Fax 989-345-4390, e-mail [clerktreasurer@westbranch.com](mailto:clerktreasurer@westbranch.com)  
The City of West Branch is an equal opportunity provider, employer, and lender

## Water/Sewer Owner Change Request

Today's Date \_\_\_\_\_

Current owners name \_\_\_\_\_

Address of property: \_\_\_\_\_

Effective date of change: \_\_\_\_\_

Is a final read required - Yes No (please circle one) \*Note if a final read is not done a partial bill cannot be done

Address to send final bill to current owner if required \_\_\_\_\_

\_\_\_\_\_

New Owner's Name: \_\_\_\_\_

Address to send new bills to \_\_\_\_\_

\_\_\_\_\_

New owner phone # \_\_\_\_\_

**FOR CITY USE ONLY: FORWARD A COPY TO JOHN FOR UB UPDATES**

**Schedule final meter reading**

## Disclosure Statement For New Water / Sewer Customers

1. Will the new account you open today be a:
  - Water only account    sewer only account
  - Combination water & sewer account
  
2. Will your new account be located in:
  - West Branch Township
  - Ogemaw Township
  - City of West Branch
  
3. Do you wish to furnish data collection information that will assist the Federal Government to ensure compliance with Title VI requirements designed to help prevent discrimination and ensure equality?  
**-NOTE- The following information is requested by the Federal Government in order to monitor compliance with Federal Laws prohibiting discrimination against applicants seeking to participate in this program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race, ethnicity and sex of applicants on the basis of visual observation or surname.**
  - Yes
  - No, I do not wish to furnish this information.

If so, please continue on to questions #4 - #6 below.

4. Ethnicity:
  - Hispanic or Latino
  - Not Hispanic or Latino
  
5. Race: (mark all that apply)
  - White    Black or African American
  - American Indian or Alaska Native
  - Asian    Native Hawaiian or Other Pacific Islander
  
6. Sex:
  - Male  Female

**In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age disability, religion, sex, familial status, sexual orientation, and reprisal.**

**To file a complaint of discrimination, write to:**

**USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights**

**1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410**

**Or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay).**

**The City of West Branch, the West Branch Area Wastewater Treatment Plant Authority, and the USDA are all equal opportunity providers, employers, and lenders.**