

City of Rehoboth Beach  
229 Rehoboth Avenue  
P.O. Box 1163  
Rehoboth Beach, Delaware 19971



Telephone 302-227-6181  
Fax 302-227-4643  
www.rehobothbeachde.gov

### CHANGE OF ADDRESS / TENANT COPY REQUEST

To make mailing address changes or to request a tenant to receive a copy of the bill, please complete this form and submit to the City of Rehoboth Beach at 229 Rehoboth Ave, Rehoboth Beach, DE 19971 or email to [utility.billing@rehobothbeachde.gov](mailto:utility.billing@rehobothbeachde.gov).

For a change in ownership, please contact the city at (302) 227-6181. A copy of the deed showing the change in ownership will be required.

#### Select reason for submitting request:

- Change owner mailing address
- Request tenant to receive a copy of the bill / change in tenant address
- Request emailed bill only
- Request emailed and printed bill

Account Number: \_\_\_\_\_ - \_\_\_\_\_ Property/Service Location: \_\_\_\_\_

Owner Name:  
\_\_\_\_\_

Tenant Name:  
\_\_\_\_\_

Owner New Mailing Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tenant Copy Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner Phone Number:  
\_\_\_\_\_

Tenant Phone Number:  
\_\_\_\_\_

Owner Email Address:  
\_\_\_\_\_

Tenant Email Address:  
\_\_\_\_\_

Owner signature (**REQUIRED FOR ALL REQUESTS**): \_\_\_\_\_

**\*\*Per City of Rehoboth Beach Code 220-4 the legal owner of the property is responsible for the water service and their account shall be billed. If a tenant copy is requested by the owner, the owner will receive the original bill and the tenant will receive a copy. \*\***