



Proof of Occupancy for Utility Service

In the event a Lease is unavailable at the time a service request is made, the completion of this form and the provision of an alternate proof of address, such as a utility, phone, or cable bill in the tenant's name, indicating that the tenant resides at the address at which service is requested, will substitute for a lease, so that the request may proceed. Additional information used for a credit evaluation may be requested to complete the service request. Please print clearly and complete all the requested information.

Customer/Tenant name: _____

Address of service: _____

Date service requested: _____

Contact information: _____
Telephone # _____ E-mail _____

Customer/Tenant signature _____ Date _____

I, _____, a Notary Public for Forsyth County, North Carolina, do hereby certify that _____ personally came before me this day and acknowledged that s/he or it is the Tenant referred to above and acknowledged the execution of the foregoing instrument.

Witness my hand and official seal this the _____ day of _____, 2018.

Notary Public _____ My Commission Expires: ____/____/____

(SEAL) _____
Print Name

Landlord/Agent signature

Date

Telephone#

I, _____, a Notary Public for Forsyth County, North Carolina, do hereby certify that _____ personally came before me this day and acknowledged that s/he or it is the Landlord, or a duly authorized signatory, signing on behalf of the Landlord, referred to above and acknowledged the execution of the foregoing instrument.

Witness my hand and official seal this the ____ day of _____, 2018.

Notary Public _____ My Commission Expires: __/__/__

(SEAL) _____

Print Name

If the Landlord is a corporation, limited liability company, or partnership, the signatory on this form should attach legal documentation (such as articles of incorporation or organization, partnership agreements, by-laws, operating agreements, board resolutions, powers of attorney, corporate secretaries' certificates, or the relevant excerpts therefrom), showing that the signatory is duly authorized to execute this form on behalf of the corporation, limited liability company, or partnership.

This form must be completed and submitted to The City of Winston Salem Revenue Department, 100 East First Street, Winston-Salem, NC 27012. A notary is typically available in the Revenue Department, if needed.