



### CONTACT INFORMATION UPDATE REQUEST

The City of Carlton encourages all customers to notify the City of Carlton of any changes in the contact information for your account to ensure receipt of any alerts, notices, water shut-offs, or emergency notifications regarding your water and sewer utility services in an efficient and timely manner.

THIS CONTACT INFORMATION UPDATE REQUEST IS TO BE COMPLETED BY THE ACCOUNT HOLDER WHEN REQUESTING CHANGES TO THE NAMES, MAILING ADDRESS, OR CONTACT PHONE NUMBERS ASSOCIATED WITH THE CITY OF CARLTON WATER/SEWER UTILITY SERVICES ACCOUNT.

**COMPLETED CONTACT INFORMATION UPDATE REQUESTS MAY BE SUBMITTED IN-PERSON OR IN THE OVERNIGHT DROP-BOX LOCATED AT CITY HALL – BY EMAIL, FAX, OR MAILED TO:**

City of Carlton  
Utility Billing Department  
191 East Main Street  
Carlton, OR 97111  
Fax: (503) 852-7761  
Email: [mshelton@ci.carlton.or.us](mailto:mshelton@ci.carlton.or.us)

### Utility Customer Contact Information Update Request Form

Water/Sewer Account # \_\_\_\_\_

Property Owner or Renter? *Please check correct box.*

Own	Rent
<input type="checkbox"/>	<input type="checkbox"/>

Account Holder Name (First & Last) \_\_\_\_\_

Home Phone       Work Phone       Cell Phone       Email Address

*Please fill in the box above to the right of your preferred method of contact for important notifications regarding utility services:*

Service Address \_\_\_\_\_

Mailing Address/P.O. Box \_\_\_\_\_

City, ST ZIP Code \_\_\_\_\_

City, ST ZIP Code \_\_\_\_\_

**Would you like to be added to the City's email list to receive monthly e-newsletters and urgent alerts?**

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>