



TRANSFER ACCOUNT REQUEST FORM

General Guidelines

- A copy of a valid identification card or driver's license for both the current account holder and the new account holder must accompany this request.

Current Account Customer Information

Name: _____

Account #: _____

Service address: _____

Telephone #: _____

Deposit Amount: _____

I request that my utility deposit be transferred to the new account holder listed below. Upon completion of the transfer, I understand that I am no longer responsible for utility charges associated with this service address. When the new account holder closes the account, the deposit will be applied to the final bill, and any remaining balance will be refunded to the new account holder.

Account Holder Signature: _____ Date: _____

New Account Holder Information

Name: _____

Driver's License #: _____

Date of Birth: _____

Telephone #: _____

Mailing Address: _____

I understand and agree to the terms and conditions as the New Account Holder. I understand that payment of my initial utility bill must be received by 5:00 p.m. on the seventh (7th) day of the month. If payment is not received by that time, a ten percent (10%) penalty will be assessed and a disconnection notice will be issued. If the initial payment and applicable penalty are not received in full by 5:00 p.m. on the twentieth (20th) day of the month, an administrative fee of \$50.00 will be assessed and my utility services may be scheduled for disconnection without further notice. If the seventh (7th) or twentieth (20th) day falls on a weekend or holiday, payment must be received by 5:00 p.m. on the next business day. Furthermore, I understand that an additional deposit may be required if service is disconnected more than once within a twelve (12) month period. Billing, payment due dates, disconnections, and related procedures may be extended or delayed by the City due to circumstances beyond its control. (City of Keene Ordinance [2019-589, Section 51.04](#)).

New Account Holder Signature: _____ Date: _____

Return Completed Form by Email, Mail or In Person:

utilities@keenetx.com

City of Keene – Utilities

1000 N. Old Betsy Rd

Cleburne, Texas 76031

Phone: 817-641-3336 | www.keenetx.com