



**Town Of Spencer**  
*Founded February 12, 1820*  
**Municipal Building**  
90 N. West Street , Spencer, Indiana 47460  
Phone 812-829-3213 Fax 812-829-1567

### CHANGE ORDER SERVICE REQUEST

Effective Date:	Type of Change: <input type="checkbox"/> Address Change <input type="checkbox"/> Capped <input type="checkbox"/> Disconnect/Canceling <input type="checkbox"/> Name Change <input type="checkbox"/> Ownership/Tenant Change <input type="checkbox"/> Other _____
Current Account Number:	Current Date:
Name:	Phone Number:
Address:	
Previous Name & Address if this is a name or address change request:	
Address to send final bill to if disconnecting/canceling service:	
Name & Address of Previous Owner if this is a Ownership/tenant change:	
If you are currently renting or buying the home receiving sewer utility service please provide the name, address & phone number of the Landlord/Landowner:	
Additional Comments:	

### OFFICE USE ONLY

Sewer Account Number:	Location Number:
BBP final meter read date:	Final Meter Reading