



For SDG&E Use Only
Date Received:
Date Completed:

**CONTINUITY OF SERVICE AGREEMENT CHANGE REQUEST**

- Please scan document and E-Mail To: [RTOContracts@semprautilities.com](mailto:RTOContracts@semprautilities.com)
- To bypass SDG&E processing time, Applicant can complete Change Form at <https://www.sdge.com/businesses/customer-service/property-management/continuity-service-agreement-program>

Customer of Record (“Applicant”) Name: \_\_\_\_\_

Property Management Company Name (if applicable): \_\_\_\_\_

Property Manager Name (if applicable): \_\_\_\_\_

**Continuity of Service Agreement #** \_\_\_\_\_

Please change Applicant’s mailing address to:

Address: \_\_\_\_\_ Unit #:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip:

Daytime Telephone number: (\_\_\_\_\_) \_\_\_\_\_

Please \_\_\_\_\_ add or \_\_\_\_\_ delete the following individual service address (es) for Rental Unit account(s) from my Agreement: (List additional properties on the second page.)

- 1.
- 2.
- 3.
- 4.
- 5.

**Please list any additional addresses for Rental Unit account(s) on another page**

\_\_\_\_\_ Check here to cancel Applicant’s entire Continuity of Service Agreement with SDG&E

\_\_\_\_\_ Check here to cancel Applicant’s entire Continuity of Service Agreement with SDG&E **but request that the service remain active in your name.**

**Continuity of Service Agreement Change Request Terms:**

The Continuity of Service Change Request Form allows Applicants and Property Managers the ability to manage the service type covered, change mailing addresses, add/remove Rental Unit account(s), and terminate Agreements.

Only if a Property Management Company is listed on the Continuity of Services Agreement, referenced by number above, as an authorized agent of Applicant will the Property Management Company be authorized to make the above stated changes.

**Please sign and date below:**

Applicant or Property Manager Signature:

Date: \_\_\_\_\_ Daytime telephone number: (\_\_\_\_\_) \_\_\_\_\_



