



CUSTOMER SERVICE
119 South Walnut Street
Milford, DE 19963

PHONE 302.422.6616
FAX 302.422.1120
www.cityofmilford.com

Utility Transfer Request – Commercial Tenant

Commercial Rental Property Address: _____

Lessee: _____ Lease Effective Date: _____

Doing Business As: _____ Federal Tax ID: _____

Business Phone #: _____

Service Transfer Request Date: _____ **Must be business day

Primary Contact Name: _____

Phone #: _____

Email: _____

Secondary Contact Name: _____

Phone #: _____

Email: _____

Third Party Payer Name: _____

Third Party Phone Number: _____

Preferred Utility Bill Mailing Address: _____

The following documentation can be forwarded to the City of Milford office by email to customerservice@milford-de.gov

- Certificate of Use*
- City of Milford business license*
- *If these requirements have not been met, please contact Planning Department at 302-424-8396 for further review.
- Signed copy of valid lease agreement.
- Federal tax ID number or Copy of State of DE business license
- Valid photo identification for lessee/contact person(s).
- Required Monies:

Connection Fee - \$50.00

Electric Service Deposit - \$ _____

*Required electric service deposit for commercial tenant is the greater of two-twelfth the average annual bill.

Trash Service Deposit (if applicable) - \$100.00

By signing this document, I authorize The City of Milford to transfer electric service into name of commercial tenant.

X _____

Date: _____

X _____

Date: _____

Internal Received by & Date: _____