



## New Occupant Confirmation Form

This form is required so that we may process your request for electric service at your new address. Please note that your request will remain on hold until we receive the required information from you. To ensure a prompt response, we recommend submitting your information via email or fax. Mail deliveries will take longer to process.

**Please complete and return this form, along with a photocopy of one of the following documents:**

- (1) Signed Lease
- (2) Affidavit of Landlord (notarized)
- (3) Closing Documents
- (4) Utility bill (gas, electric or water bill from a different residence, in your name, dated within last two months)
- (5) Other comparable document establishing residency, subject to approval by your Transmission and Distribution Service Provider (TDSP), for example, a certificate of occupancy

**Please send this form along with a photocopy of one of the documents listed above to Reliant:**

**Email:** Complete and scan this form and email it to:  
***reliantconfirmation@reliant.com***  
*(.pdf, .jpg or .doc formats only)*

**Mail:** Reliant  
Attn: New Occupant Confirmation  
P.O. Box 3765  
Houston, TX 77002

**Fax:** 1-877-245-2427 or 832-584-2500

---

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

City, State, Zip Code \_\_\_\_\_

Occupancy Date \_\_\_\_\_

ESID (Electric Service Identifier) Number – required \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

*(We may contact you if we have any questions about this form.)*

---

### **CONFIRMATION**

I confirm that I am a new occupant at the above service address and that I am not associated with the previous occupant's electric service account at this service address effective the occupancy date listed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name