



## COMMISSIONERS OF LEONARDTOWN

22670 Washington Street  
P. O. Box 1  
Leonardtown, Maryland 20650  
(301)475-9791 \* Fax (301)475-5350  
[jackie.post@leonardtownmd.gov](mailto:jackie.post@leonardtownmd.gov)

### **PROPERTY VACATE FOR TENANTS**

Mrs. Jackie Post  
Fiscal Clerk  
Commissioners of Leonardtown  
P.O. Box 1  
Leonardtown, MD 20650

Re: Property Address: \_\_\_\_\_

Utility Account No.: \_\_\_\_\_

Dear Mrs. Post:

Please be advised that as of \_\_\_\_\_, I have vacated / will vacate the above property, and I request that this account be taken out of my name and billed to the property owner as of that date.

My new contact information will be as follows:

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I understand that utilities are billed quarterly, in arrears, and I will discuss payment of my portion of the bill for the current quarter with my landlord.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

**FOR TENANTS ONLY**