

New Occupant Confirmation Form

This form is required so that we may continue processing your service request. Your request will remain on hold until we receive the required information from you. In order for us 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, including a copy of one of the following documents:

- (1) Signed Lease
- (2) Affidavit of Landlord (notarized)
- (3) Closing Documents
- (4) Certificate of Occupancy
- (5) Utility bill from a different residence, in your name dated within last two months
- (6) Other comparable document establishing residency, subject to approval by your Transmission Distribution Service Provider (TDSP)

Please send the form and a copy of one of the documents listed above to Green Mountain Energy:

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

Mail: Green Mountain Energy
Attn: New Occupant Confirmation
P.O. Box 699
HOUSTON, TX 77001-0699

Fax: 832-584-2933

New Service Address _____

City, State, Zip Code _____

Occupancy Date _____

ESID (Electric Service Identifier) Number, if known _____

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.

(Signature)

(Date)

(Printed Name)



Affidavit of Landlord

ESID Number: _____

Service Address: _____

City, State, Zip Code: _____

Occupancy Date: _____

Telephone Number: _____

Landlord Name/Title: _____

Landlord Mailing Address: _____

Landlord City, State, Zip Code: _____

Landlord Telephone Number (daytime): _____

AFFIRMATION

I affirm that I am the landlord for the above listed service address and that I am not associated with the previous occupants' electric service account at this service address effective as of the occupancy date listed above.

Landlord's Signature: _____

Date: _____

STATE OF TEXAS COUNTY OF _____

This instrument was acknowledged before me on _____ (date) by
_____ (name or names of person or persons acknowledging).

Notary Public

Printed Name: _____

My Commission Expires: _____

_____ Notary Signature



Affidavit of Landlord (Tenant)

ESID Number: _____

Premise/Service Address: _____

Premise City, State, Zip Code: _____

Premise Occupancy Date: _____

Occupant Full Name: _____

Occupant Mailing Address: _____

Occupant City, State, Zip Code: _____

Occupant Telephone Number: _____

Landlord Name/Title: _____

Landlord Mailing Address: _____

Landlord City, State, Zip Code: _____

Landlord Telephone Number (daytime): _____

AFFIRMATION

I affirm that I am the landlord for the above service address and that the occupant listed above is a new occupant at this service address as of the occupancy date listed above.

Landlord's Signature: _____

Date: _____

STATE OF TEXAS COUNTY OF _____

This instrument was acknowledged before me on _____ (date) by
_____ (name or names of person or persons acknowledging).

Notary Public

Printed Name: _____

My Commission Expires: _____

_____ Notary Signature