



## New Resident 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 statement, along with a photocopy of one of the following documents:**

- (1) Bill for natural gas/propane, water/sewer, electric, or cable/internet in Customer’s name dated within last two months from a different Premise (cell phone invoices are not accepted);
- (2) Copy of current signed lease by all parties;
- (3) Notarized affidavit of landlord;
- (4) Closing documents (Closing Statement signed by buyer and seller; Deed filed by county clerk noting street name and house number); or
- (5) Certificate of occupant indicating new occupant

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

**Email:** Download, complete and scan the form and email to: [SwitchHoldGMERES@GREENMOUNTAIN.COM](mailto:SwitchHoldGMERES@GREENMOUNTAIN.COM) (.pdf, .jpg or .doc formats only)

**Mail:** Green Mountain Energy  
Attn: New Resident Confirmation  
P.O. Box 328  
Houston, TX 77001-0328

**Fax:** 1-855-632-7029 or 832-584-2545

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

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

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

ESI ID (Electric Service Identifier) Number, if known \_\_\_\_\_

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

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

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

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

### CONFIRMATION

I confirm that I am a new occupant at the above Service Address and I am not associated with the previous occupant.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)