

# MOVE OUT REQUEST FORM

The customer is responsible for granting meter access to the TDU in order to complete the Move Out.

Account Name:  Account Number:   
Service Address:  Apt /Unit   
City:  State:  Zip:  Date:   
ESID# :  Move-Out Date:   Remove Meter

\*\*MVO will processed for 3 business days from the date received unless a specified future MVO date  
\*\*\*Note: The TDU may take up to 5 business days from the requested MVO date to complete the order.

**Cancellation Type:** (Please select one the following)

- (Selling Business) - Please complete transfer of ownership ----- **Call 1-866-917-8271**
- (Moving Locations) - Please complete transfer of service. ----- **Call 1-866-917-8271**
- (Closing Business) - Please include proper documentation of closing:
  - Bankruptcy
  - Lease Expiring
  - Tax Form
  - Proof of Power of Attorney if applicable
  - Other Reason
- (Unit Move out) - e.g. - Corporate Housing

By authorizing below I am canceling my electric service agreement with Constellation and requesting a Move-out (disconnect) of service. I also understand that early termination fees may apply as described in the terms of service if the term of the agreement has not been completed. I am the original signee of the contract, possess Power of Attorney, or authorized agent requesting termination of electric service for the premise mentioned above.

Name:  Authorized Signature: \_\_\_\_\_  
Date:

Final Bill Forwarding Address Information:

Customer Name:   
Phone:   
Address:  Apt /Unit   
City:  State:  Zip:

**Please e-mail this form to: [SMBCareTX@constellation.com](mailto:SMBCareTX@constellation.com) or fax to 1-866-714-2990**

Constellation - PUCT License #10014 – P.O. Box 4911, Houston, TX 77210-4911

Customer Service 1-866-917-8271 [Press #1 - Existing customer then Press #2 to reach Commercial Department.](#)