



1175 Elm Street, PO Box 1029 / Concord, Massachusetts 01742
(P) 978-318-3101 / (F) 978-318-3105
concordutilities@concordma.gov

3rd PARTY NOTIFICATION REQUEST

Dear Customer,

Per the Massachusetts Privacy Act CMLP will not provide account information of any form to any person or agency not listed as the Customer of Record on your Electric, Water, Sewer, or Broadband account with the town of Concord without your written permission.

To allow a designated person or persons permission such as a spouse, child, care taker, etc. access to your account, we will require your signature as well their name and signature below. They are not responsible for account payments; however, this authorization allows them to make account changes as well as access to your payment and billing history.

Customer of Record: _____

Service Address: _____

Account No. _____

Signature Customer of Record

The undersigned represents that he/she is a duly-authorized representative of the Customer of Record, and can request account information or instruct account changes (i.e., mailing address, phone numbers etc.) as deemed necessary with complete approval of the Customer of Record.

Date: ____/____/____

Contact #1 _____ Phone: ____ - ____ - ____

Signature _____

Contact #2 _____ Phone: ____ - ____ - ____

Signature _____

Thank you,
Town of Concord Municipal Utilities