



# New Occupant Confirmation Form

This form is required so that we may process your request for electric service at your new address. Please note that your request will remain on hold until we receive the required information from you. 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 the following documents:

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

Please send this format along with a photocopy of on the documents listed above to:

**Email:** Complete and scan this form and email to:  
[switchholdteamxoom@xoomenergy.com](mailto:switchholdteamxoom@xoomenergy.com)  
(.pdf, .jpg or .doc formats only)

**Mail:** XOOM Energy  
P.O. Box 1187  
Houston, TX 7721-1187

**Fax:** 832-584-2173

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

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

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

ESIO (Electric Service Identifier)Number-required \_\_\_\_\_

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

\_\_\_\_\_