P.O. Box 218
Fayetteville, TX 78940
1 (800) 549-2213

Fayetteville Propane Co., Inc.

1620 W. US 290
Brenham, TX 77833
(979) 836-7044

Propane Service Transfer Checklist

Property Address: _____

SELLERS | Before You Move

We're sad to see you go! Please fill out the form as accurately as possible, and leave in the house for the new owners.

☐ **Contact our Office.** Call your local office to settle any outstanding account balance and begin transferring service to the new owner or occupant. Move account over to will-call (if on automatic) to avoid unwanted deliveries in your name.

☐ **Identify your Propane Tank(s).** Check the applicable ownership option and provide the tank information below.

☐ Customer-owned tank(s) ☐ Fayetteville Propane-owned tank(s)

Tank Size (circle): 120 250 500 1,000 gallons

Current Tank Level: _____ %

☐ **Leave Service Records.** For customer-owned tanks, leave any available proof of tank ownership and propane system service records for the buyer.

IMPORTANT: Fayetteville Propane-owned (leased) tanks remain the property of Fayetteville Propane and must not be included in the home's bill of sale.

BUYERS | Welcome Home!

Congratulations on your new home! Fayetteville Propane is here to help you enjoy safe, dependable propane service.

☐ **Call to Establish Service.** Contact your local office as soon as you take ownership so we can set up your account, help avoid service interruptions, & answer your questions.

☐ **Schedule the required Safety Test**. We will coordinate a day to meet with you and complete the required propane system safety test before service can continue in your name.

☐ **Complete a Tank Lease Agreement (if applicable).** If the propane tank is owned by Fayetteville Propane, we will help you complete the lease tank agreement.

☐ **Choose your Delivery & Billing Preferences.** We offer Automatic & Will-Call Delivery methods. Ask about convenient paperless billing & online payments through our website.

No contracts or long-term service commitments are required. We look forward to serving you!