

# EATON PROPERTY MANAGEMENT

Date: \_\_\_\_\_ Agent: \_\_\_\_\_

I \_\_\_\_\_, property owner @ \_\_\_\_\_ would like Eaton Property Management to pay the following out of my account.

**OWNER IS RESPONSIBLE FOR HAVING BILLING ADDRESS CHANGED TO 3828 SOUTH OLD HWY 94, ST. CHARELS, MO 63304. HOWEVER, BILLS MUST STAY IN OWNERS NAME/PLEASE DO NOT PUT BILLS IN EATON PROPERTIES NAME.**

† AMEREN UE: **note**: Electric bills must stay in property owner name until unit/house is leased **314-342-1111**

† LACLEDE GAS: **note**: Gas bills must stay in property owner name until unit/house in leased. **314-621-6960**

† RONALD A. LEGGETT: (city water) **note**: Water bills must stay in property owner name. **314-771-2255**

† MISSOURI AMERICAN WATER (county water) **note**: Water bills must stay in property owner until unit/house is leased. **866-430-0820**

† METROPOLITAN SEWER DISTRICT: **note**: MSD bills must stay in property owner name and it is billed back to tenant. **866-281-5737**

**\*\*\*\*Please refer to your Property Manager regarding any trash services for your property\*\*\*\***

† MORTGAGE: Due to timing and uncertainties in collection of rent, if you want Eaton Properties to pay your mortgage you will need to deposit an additional reserve equal to one month's mortgage payment.

Lender Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Account number: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Due Date: \_\_\_\_\_