

CHANGE OF ADDRESS/CHANGE OF PRODUCT FORM INSTRUCTIONS

The Change of Address/Change of Product Form will be completed and submitted to MaineHousing when an Applicant has moved or wants to change their approved fuel type, but is keeping the same Vendor.

Provide the following.

1. Enter CAA's Name and Phone Number
2. Enter Applicant Name
3. Enter the date the Form will be Submitted to MaineHousing:
4. Check the appropriate box: Change of Address, Change of Product, or Both Change of Address & Change of Product

A. If the Applicant has moved, complete items for their new address.	
(1)	Enter Old Mailing Address and Old Physical Address
(2)	Enter New Mailing Address and New Physical Address
Complete the NEW DWELLING INFORMATION:	
(3)	Dwelling Type – check/select the dwelling type for the new address
(4)	Residency Type – check/select rents or owns their new dwelling
(5)	Subsidized – check/select yes or no
(6)	Electricity is now included – check/select yes or no
(7)	Heat is now included – check/select yes or no

B. The following information must be completed for all Applicants.	
(1)	Written Request from Client in File – check/select yes or no File must include a written statement from the Applicant requesting the change.
(2)	Tank Location – check/select inside or outside/unheated space
(3)	Tank Size – enter the size of the fuel tank(s)
(4)	Fuel Vendor – enter the Vendor where the funds are located
(5)	Account Number – enter the Household's fuel account number
(6)	Effective Date – enter the date the change took effect
(7)	New Fuel Type – enter the fuel type being used by the Household
(8)	Reason for Product Change – explain the reason for the change in fuel type

C. The following information must be completed for all Applicants.	
Explain the reason for the change in fuel type	

5. Sign and provide the name and phone number of the CAA Representative (name of CAA staff person submitting the request).