

MOVING

SELLER SECTION

Moving can be exciting but is often mixed with stressful packing deadlines and transferring of utilities. Use this simple checklist to ensure your propane service transfer is taken care of the right way, so you've got one less thing to think about. Just print it, check off the SELLERS items as you go along, then leave it for the new occupants to finish.

● Contact your local Paraco office at 800.647.4427 to settle any balances, and to start transferring the account to the new homeowners or tenants. If your new home is fueled by propane, we would be happy to establish service in your new residence.

● Enter your local Paraco contact information below. Once you have reviewed the "Important Reminders" below, and completed the "Seller Section", leave the checklist on the kitchen counter for the new occupants.

IMPORTANT REMINDERS

Leased Tanks: Do not include the tank in the home's bill of sale.

Owned Tanks: Any service records and documentation of tank ownership should be left for the new tenant or owner.

Remaining Propane: You will need to decide whether to receive a credit for any extra propane in the tank, or if it will be included in the sale. Your local Paraco office will assist you with this important step.

BUYER SECTION

Welcome to your new home! Follow the steps below to set up your propane account and ensure your home is always comfortable and safe!

● Contact the local Paraco office listed by the seller above. One of our customer experience professionals welcomes the opportunity to help set up your account and assist you in determining the right service and payment options that best meet your needs.

● Sign and return the service agreement provided by Paraco, keeping a copy for your records and returning the original to your local Paraco office.

● Register for your Paraco **My Account**. This convenient tool lets you access and manage your account at any time, from anywhere.