

PROPANE SERVICE TRANSFER CHECKLIST

FOR CURRENT OWNERS OR OCCUPANTS

We know that moving can be stressful. So, we've prepared this simple checklist for transferring your propane service. Once completed, please leave behind for the new owners or occupants.

- Contact your local office to settle any balance and begin to transfer the account to the new owners or occupants.
- Add your local office contact information – leave this list on the kitchen counter for the new occupants to find, so they can easily complete the list!

Local ThompsonGas Office: _____

FOR NEW OWNERS OR OCCUPANTS

Welcome to your new home! You have the keys. Now, make sure your home is always comfortable. To set up your propane account, please follow the easy steps listed below:

- To set up your new account, contact the local office listed above. They will help you determine the right service and payment options for you.
- You will need to sign and return the service agreement provided by ThompsonGas. Please keep a copy for your records and return the original to your local office.
- To set up and manage your account online, enroll on the ThompsonGas portal. The portal is easy use and available whenever you need it.

ESSENTIAL REMINDERS

Leased Tanks

The propane tank should not be included in the house sell agreement.

Customer Owned Tanks

Leave the buyer all of the associated paperwork proving tank ownership and service records.

Propane left in the Tank

Contact your local office to discuss whether you want to get a credit for the remaining propane in your tank, or if you want to include the propane in the sale of the home.