



Town of Charlestown

241 Market Street, P.O. Box 154
Charlestown, Maryland 21914
(410) 287-6173
www.charlestownmd.org

New Resident Contact Information Form

This form is to be used for residents to provide their contact information to the Town for billing and emergency purposes. Kindly complete all fields, as applicable, and return to Town Hall. Thank you!

Contact Information (PLEASE PRINT):

Property Owner(s), as listed on deed.\*

Property Address.\*

Mailing Address, if different:

Telephone (primary).\*

Telephone (alternate):

Email Address(es):

Would you like to receive your utility bill via mail, email, or both?\*

Mail Only

Email Only

Mail AND Email

\*Effective October 1, 2024, accounts that are not opted in to email-only billing will be assessed a \$2.00 administrative fee each quarter.

Would you like to add your email to our Town Distribution Lists?\* Yes No

-- If so, choose the list(s) you'd like to be added to:

- Boating - Town Pier/Boat Ramp
Critical Updates
Events
Green Team
Meetings
Newsletters
Volunteers
Watershed Master Plan

\*\* Be sure to download our app, Historic Charlestown, to receive critical notifications as they are available.

Tenant Information (IF APPLICABLE):

Name(s):

Mailing Address, if different:

Telephone (primary):

Telephone (alternate):

Email Address(es):

Who should receive the quarterly utility bill?

Owner Only

Tenant Only

Owner AND Tenant