

SHUTOFF/TERMINATION REQUEST



Account Name: _____ Account#: _____

Service Address: _____

Forwarding/Mailing Address: _____

City, State, Zip: _____

Telephone Number: _____

Please disconnect as of: _____ (Date must be within 48 hours of filing this request.)

For the following reason:

- I was a tenant and have vacated the residence.
- I am the landlord and the tenant has vacated the residence.
- I am the home owner. The home is vacated and does not require services to be on. I understand I will be responsible for monthly base rate fees, and a re-connection fee will be required upon re-connection request.
- I was the home owner and no longer own the property Closing Date: _____
(Settlement statement attached)

I, _____ hereby authorize and request the shut off of the utilities at the above named account.

Signature

Date

For City Use Only

Request received on: _____

Transfer _____ Disconnect _____

Final Water Meter Reading: _____

Garbage Tote Removal: YES _____ NO _____

New Account Name: _____ Acct#: _____

Comments: