



CHANGE/UPDATE UTILITY ACCOUNT INFORMATION

Date of Request: _____ **Effective Date:** _____

Utility Account Number(s): _____

Service Address: _____

Only the account holder is authorized to make changes to an account. A copy of the account holder's valid driver's license must accompany this form to make any changes.

_____ **Lock Meter**

I understand my deposit will be held. There will be a minimum base charge for all services billed monthly. There will be a \$20.00 charge to disconnect water/sewer services & lock the meter.

_____ **Unlock Meter**

I understand my deposit will be held. There will be a \$20.00 charge to unlock the meter & restore services.

_____ **Finalize Account**

I understand there is a \$20.00 disconnecting service charge applied to the final bill. The final bill will be mailed to the forwarding address provided in the space below.

_____ **Other (Name Change/Forwarding Address/Change Mailing Address)**

I would like to update my mailing address information to the following:

Property owners will continue to be responsible for payment of base charges for all services, until such time as the property is sold and the account is assumed by a new property owner. Requests to lock meters will normally take 3-5 business days. However, due to extenuating circumstances such as unusually high volume, bad weather, etc., the actual time may be longer.

By signing below you acknowledge that the serviced property is vacant. If it is found that the property is occupied upon attempting to shut off and lock the meter, the disconnection fee will still be applied to the account and the service will remain in the on position so long as the balance is current.

Account Holder Signature

Telephone Number

Email Address