



**MISCELLANEOUS FORM
WATER/SEWER UTILITIES - LANDLORDS**

IMPORTANT: All orders for disconnect must be received by Customer Billing Services two business days prior to the requested service date.

(PLEASE PRINT)

LANDLORD'S NAME: _____

REQUESTED SERVICE DATE: _____

UTILITY ACCOUNT NUMBER: _____

SERVICE ADDRESS: _____

REQUESTED SERVICE (CHECK ONE)

- Landlord turn on Landlord turn off Red tag (3-day notice) Leave water on between tenants
\$20.00 Fee \$20.00 Fee

**When the tenant submits an "Advance Order for Disconnection," a final reading of the meter will be completed and the water will be turned-off.

If property is being rented, please submit a lease along with this order:

NAME OF TENANT(S): _____

DATE OF MOVE-IN OR MOVE-OUT _____

Landlord Signature: _____ Date: _____

Telephone Number: _____