

UTILITY SERVICE STATUS CHANGE REQUEST

CUSTOMER NAME: _____ ACCOUNT # _____

SERVICE ADDRESS

*OWNERS NAME and
MAILING ADDRESS*

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Date to turn off water at the curb _____

Circle reason for shut off: vacation vacant repair delinquent

NOTICE: There is a water activation fee of \$80.00 that must be paid before service will be restored. Property owner must be present for service turn on.

I certify that I am the owner of the service property and I understand the water activation fee must be paid and that my utility account balances must be paid in full before water service will be restored.

Signature of property owner

For office Use Only

Water shut-off	Utility turn-on
Meter reading	Activation fee paid
Date	Date for utility turn on
Work Completed by:	Work Completed by:
Account update completed by:	Account update completed by:

Status change request procedures:

- Customer must complete this form with signature
- Work order is placed with water dept
- Water dept returns completed request change form to office
- Office employee inactivates water/sewer/trash account
- Office employee files request change form by number in binder

Reactivate Utilities Procedures:

- Customer must pay activation fee and have utility accounts paid in full
- Customer must be present for water turn-on
- Office employee activates water/sewer/trash accounts
- Work order is placed with water dept
- Office employee files form as active