

**Request to Disconnect Service**

I \_\_\_\_\_ the TENANT/HOMEOWNER am requesting service at this location \_\_\_\_\_ be disconnected TEMPORARLY/PERMANENTLY on this date \_\_\_\_\_ and for my account to be final billed to date and closed. I also understand that in order to reconnect there will be fee of \$50.00 applied to my account.

Please briefly explain your reason for disconnect.

Reason for Disconnect:

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Please specify the address in which the final bill should be sent to:

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Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

For Official Use:

Customer Account Number: \_\_\_\_\_ Location Number: \_\_\_\_\_

Work Order Created for Disconnect and End Read

End Read Entered and Customer Final Billed

Completed BY: \_\_\_\_\_ Date Completed: \_\_\_\_\_