

AUTHORIZATION TO DISCONTINUE SERVICES (1,2,3):



3801 W. Van Giesen St
West Richland, WA 99353
509-967-3431
509-967-5706 (Fax)
utilities@westrichland.org

Today's date: _____

Date service to end (4): _____

Service address: _____

CUSTOMER NAME (5):

Name: _____

Are you?

The owner

Mailing Address: _____

A renter/tenant

City, State, Zip: _____

A property manager

Phone - Home: _____

Cell: _____

Work: _____

No. of Garbage cans currently on site (6): _____

Office Use Only:

No. of dogs residing on the premise: _____

Owner/seller - read & turn off meter

If renting, owner's name: _____

Owner/seller - read meter only

Tenant - read & revert back to owner

Owner Acct No: _____

IMPORTANT:

(1) Requests for disconnection of service must be received 2 days prior to the service end date to be effective on the service end date. If not, they are processed within 2 days of receipt of disconnection request.

(2) You will receive a final bill. Payment will be due within ten days of the final bill date and will be stated on the final bill. If the due date falls on a weekend or holiday, payment will be due by the end of the next business day. Failure to receive a bill does not relieve you from your obligation to pay per WRMC 13.90.030.

(3) Failure to pay your final bill can subject you to additional late fees, disconnection fees and/or placement of a lien on the property in accordance with WRMC 13.90.040 through 13.90.130. Unpaid final bills may be turned over to a collection agency for further processing.

(4) If selling the property, service end date will be date of closing. If renting, service end date will be date of termination of lease. If the outgoing customer is required to leave services on due to a requirement in their sales contract, service end date will be postponed for 72 hours to allow the new owner time to apply. If, after 72 hours, water is disconnected, new owner will be responsible for reconnection charges. Outgoing owner will be responsible for charges until water is disconnected or new owner has applied. Water meters will be read/turned off for final billing purposes on the service end date or next business day unless the City has received a new service application from the incoming customer.

(5) Only those who are listed on the bill can authorize a discontinuation of service. If the customer is deceased, please provide documentation that you are authorized to terminate service.

(6) Please leave any/all garbage cans for the next occupant unless instructed otherwise.

I have read and understand the above information:

Customer signature / date

Office Use Only:

Closing bill:

Generated

Garbage:

Garbage report updated

Service Request:

Printed

Completed & closed, date: _____

Closing account:

Finaled with correct cancellation date

If tenant, account reverted back to owner

Pet license inactivated, if applicable

Services verified

Forwarding address input