

AUTHORIZATION TO TEMPORARILY DISCONTINUE WATER 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: _____

Service address: _____

CUSTOMER NAME (5):

Reason for Disconnection:

Name: _____
 Mailing Address: _____
 City, State, Zip: _____
 Phone - Home: _____
 Cell: _____
 Work: _____
 Account Number: _____

- Snowbird
- Repairs/Renovation
- Home for Sale
- Unoccupied Rental
- Other _____

Estimated Duration: _____

Date to reconnect water(4): _____

OR
 To be determined later

Applicable Fees:

Disconnection only:

With 2 days notice: \$15.00
 Emergency Repair: \$15.00
 Without 2 days notice, business hours(6): \$40.00
 Without 2 days notice, after-hours(6): \$70.00

Disconnection & Reconnection:

With 2 days notice: \$30.00
 Emergency Repair: \$30.00
 Without 2 days notice, business hours(6): \$80.00
 Without 2 days notice, after-hours(6): \$110.00

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 continue to receive a bill for stormwater and irrigation, if applicable. Payment for these bills will be due as stated on the 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 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 you would like to specify at this time, please fill in the date you would like to resume your water, sewer and garbage services. A service request will be input on your account to reconnect your water for the date specified. If you would like to wait to specify until a later date, please indicate this.
- (5) Only those who are listed on the account can authorize a discontinuation of service.
- (6) Any requests received prior to 3pm Monday through Friday are considered to be during business hours. After-hours are any requests received after 3pm Monday through Friday and those on weekends and holidays.

I have read and understand the above information and the fees that are associated with this request:

Customer signature / date

Landlord/Owner signature/ date

Office Use Only:

Date Received: _____

Account Updated:

| | |
|---|--|
| <input type="checkbox"/> Service rates updated in Springbrook | <input type="checkbox"/> TDF comment added in Springbrook |
| <input type="checkbox"/> Fees billed | <input type="checkbox"/> Reconnection service request added in Springbrook |
| <input type="checkbox"/> Mailing address updated, if applicable | |