



3100 Belmont Blvd. Suite 100 \* West Richland, WA 99353 \* [www.westrichland.org](http://www.westrichland.org)  
Utilities & Finance Department \* (509) 967-3431 \* FAX (509) 967-5706

## DISCONTINUATION OF SERVICE

Today's Date: \_\_\_\_\_

Service Address: \_\_\_\_\_ Closing/Stop Service Date: \_\_\_\_\_

Customer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

New Mailing Address : \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

No. of garbage cans currently on site: \_\_\_\_\_ Dogs: \_\_\_\_\_

Are you?

Owner  Tenant  If tenant Landlords Name: \_\_\_\_\_

### 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. There will be a \$20 closing fee added to the account.

(2)You will receive a final bill. Payment will be due within 10 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, the service end date will be the date of closing. If renting, service end date will be the date discontinuation of service is requested or new applicant has signed in. If the outgoing owner/customer completes a discontinuation of service application and the new owner/renter has not signed into service the following applies: rental property will go back into owner/landlord's name. If property is sold, a 3 day door tag will be hung for new owner to sign in. If after 72 hours there is no response, water will be disconnected, and the new owner will be responsible for reconnection charges. In addition new owner will be signed into service with the ownership information provided on the County Auditor's Web site as of date of closing.

(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:**

\_\_\_\_\_  
*Applicant signature/date*

\_\_\_\_\_  
*Co-applicant signature/date*