



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

## Request to Temporarily Turn-On Water Services for Inspection

Account#: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
 Service Address: \_\_\_\_\_ Customer \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Bus Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Date to Turn-On Meter: \_\_\_\_\_ Date to Turn-Off Meter: \_\_\_\_\_

### APPLICABLE FEES:

#### Disconnection of Water:

- With 2 days' notice: \$15.00
- Without 2 days' notice: \$40.00
- After hours: \$70.00

#### Reconnection of Water:

- With 2 days' notice: \$15.00
- Without 2 days' notice: \$40.00
- After hours: \$70.00

(1)Requests for disconnection or reconnection 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 or reconnection request.

(2)You will continue to receive a bill for storm water, irrigation, and/or garbage, 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)Only those who are listed on the account can authorize turn-on or turn-off of service.

**(5)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**

\_\_\_\_\_  
**Owner/Agent/Property Manager Signature / Date**

#### Internal Use Only

Turn-On Service Request Generated

Turn-Off Service Request Generated

Completed By \_\_\_\_\_