

REQUEST TO CLOSE WATER ACCOUNT Effective ___/___/20___

Service address: _____ I owned the property. I rented the property.

Name(s) _____

Forwarding address _____

City, State, Zip _____ Email _____

Home phone _____ Alternate phone _____

FEES:

- We will prorate the base monthly charge for your respective portion of the month. The base monthly charge does not include consumption. The base monthly charge accrues whether the property is occupied or vacant and whether water service is on or off.
- **There is a charge of \$30.00** to take the final meter reading if you close the account on a date other than the Public Works Department's regular monthly meter reading day.

RENTERS: Please attach a copy of your rental agreement showing the **termination date** or a statement from the owner or the owner's property manager confirming the date your responsibility for the service ends.

Signature _____

Date _____

OWNERS:

1. Are you selling property **or** keeping property and renting it out.
2. If keeping and renting out, will you manage it yourself **or** use a property manager.
3. If using a property manager, copies of tenant's delinquent notices go to you **or** property manager.
4. If using a property manager, do you authorize the City of Roy to handle utility matters for this property with the property manager as your agent? yes **or** no **or** I am previously-authorized agent of Owner.

Complete the following information:

BILLINGS TO BE DIRECTED TO: Owner Tenant Agent. Contact: _____

Authorized agent/management company: _____

City of Roy business license no. _____ Phone: _____

5. If you are using this property manager for the first time, please attach a **copy of your property management agreement.**

You must sign the following acknowledgement. **In making this request I affirm that I am the Owner or duly authorized Agent of the Owner. I am familiar with the regulations governing water usage and rates and understand that the Owner is fully responsible for all City of Roy utility bills against the property located at the above service address. I understand that continuation of water service is according to applicable City codes.**

Signature _____ Owner Authorized Agent Date _____

OFFICE USE ONLY: Account (owner): _____ Account (renter): _____ Tap: _____

Fee for final meter reading applicable?: no yes, fee entered by: _____ date: ___/___/20___

Broadcast phone number removed by: _____ date: ___/___/20___

Notes: _____

Instructions to Public Works: Location of meter: _____

Read meter _____ Shut off Lock – key number: _____

Turn on water _____ Other _____

Date completed: ___/___/20___ **Initials:** _____

City of Roy

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