

VILLAGE OF REEDSVILLE UTILITY DISCONNECT FORM

Approved: May 1, 2014

Date: _____ Acct # _____

Address of Service Disconnection: _____

Type of Disconnection: PERMANENT TEMPORARY

_____ **Permanent disconnect:** It is understood that if reconnection is requested within a year of disconnection, a reconnection charge would apply and the property owner will be back billed for the service charges for that period. It is also understood that that the meter is to be removed and the valve will be turned off at the street.

_____ **Temporary disconnect:** It is understood that the property owner will be responsible for the charges during the period of disconnection and that a reconnection charge will apply before the service will be turned back on.

Who requested disconnection: _____

Phone number of requester: _____

Contact person to schedule meter removal: _____

Phone # _____

Date meter is to be removed: _____

FORWARDING _____
MAILING _____
ADDRESS _____

Signature of Requester _____ Date: _____

UTILITY - PLEASE PROVIDE A BRIEF DOCUMENTATION OF REQUEST

Date meter was removed _____ Date account became inactive _____