

# 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: \_\_\_\_\_

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UTILITY - PLEASE PROVIDE A BRIEF DOCUMENTATION OF REQUEST

\_\_\_\_\_  
\_\_\_\_\_

Date meter was removed \_\_\_\_\_ Date account became inactive \_\_\_\_\_