



# Disconnection Request

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Updated JAN 2025

## NOTICE TO APPLICANT

Forms are accepted via email, mail, or in person at City Hall. Disconnection Requests will only be processed during business hours; any Disconnection requests scheduled for a weekend or holiday will be processed the next business day. Termination requests may only be made by the account holder or their legal designee.

## OFFICE USE ONLY

Account: \_\_\_\_\_ Date Received : \_\_\_\_\_

Processed by: \_\_\_\_\_ Date Processed: \_\_\_\_\_

## Applicant/Owner Information

\_\_\_\_\_  
Name Today's Date

\_\_\_\_\_  
Email Phone

\_\_\_\_\_  
Service Address Disconnect Date  
(effective today or future date)

\_\_\_\_\_  
Forwarding Address

## Deposits and Balances on Terminating Accounts:

This account will generate one final invoice after the disconnection because the City bills one (1) month behind. If you were leasing and paid a deposit, it will be applied to your final bill. If the deposit does not cover the final amount, you will be mailed a bill with the pending amount to be paid. If a credit balance remains, a refund check will be mailed to the forwarding address provided in this form.

By signing below, I acknowledge that I am responsible for any unpaid balance, and accept all responsibility pertaining to this request:

\_\_\_\_\_  
Applicant Name Applicant Signature Date