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## Disconnect Service - Water & Sewer

To disconnect service, please fully complete this form.

Final bills will be mailed out the first week of the month, due the 20th of that month unless otherwise stated on the bill.

Your statement will say - FINAL BILL with the service dates reflecting your move out date.

For example: if you disconnect service June 15, your final bill will be mailed to your forwarding address the first week of July for service from June 1 thru 15. Bill due date of July 20.

If you have a \$35 deposit on your account, this will automatically be applied back to your account on your final bill. If you do not receive a final bill the first week of the month, more than likely your deposit covered your final bill charges and we may owe you a portion of your deposit. Deposit refunds are approved on the first and third Mondays of the month. Your refund will be mailed to your forwarding address.

If disconnecting service at your current address and setting up new service at another address in Tea, your deposit from your previous address will be transferred to your new account.

Please also complete the new service form along with this disconnect form.

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Check One:     Owner of Property - Selling                       Rented

Service Disconnect Date: \_\_\_\_\_

\* If selling the Home: Date you close on the property.

\* Renters - Date you pay your rent thru/contract end date.

If you pay rent thru June 15 but move out June 7, June 15 is your disconnect date.

Service Street Address: \_\_\_\_\_

Name(s) on Account: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Forwarding/New Address:

\_\_\_\_\_  
Street - PO Box

\_\_\_\_\_  
City - State - Zip

Signature: \_\_\_\_\_

Date: \_\_\_\_\_