



### Utility Move Out

Name: \_\_\_\_\_

Property Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

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

Date Moving Out \_\_\_\_\_

#### Renters

If you are a renter, have you notified your landlord of your date of move-out? (This is necessary to ensure the water is either shut-off when you leave or the account is moved back to the landlord without a shutoff.

Landlord's Name \_\_\_\_\_ Phone \_\_\_\_\_

Did you notify the landlord of the move-out date shown above: Yes \_\_\_ No \_\_\_

If you paid a utility deposit, you may be eligible to receive some or all of that deposit back (after your last month's utility bill is paid).

#### Homeowners

Please provide information about the status of the property:

\_\_\_\_\_ Sold: Closing Date \_\_\_\_\_ New Owner (Name & Phone) \_\_\_\_\_

\_\_\_\_\_ Rented: Renters Name & Contact Information \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

Your final bill will be mailed to your forwarding address.

#### For Office Use Only

Account Number: \_\_\_\_\_ Date Received \_\_\_\_\_ Date Final Meter Read Taken \_\_\_\_\_ Meter Read \_\_\_\_\_

Deposits: Deposit on File \$ \_\_\_\_\_ Deposit amount applied to final bill \$ \_\_\_\_\_ Deposit Refund \$ \_\_\_\_\_

Refund Check # \_\_\_\_\_ Refund Check Date \_\_\_\_\_