

City of West Richland
Authorization to Discontinue Services



Name: _____ UB Account Number: _____

Phone (Home): _____ Phone (Other): _____

Date Services To Be Discontinued: _____

If the discontinue date specified above changes, it is the responsibility of the customer to notify the City to avoid services being stopped. If there is a request to turn the water back on after the City has fulfilled this order, there will be a \$35.00 reconnection fee applied to the account.

Current Service Address: _____

Forwarding Address: _____
(for mailing final bill)

- Owner / Seller – Read and Turn Off Meter
- Owner / Seller – Read Meter Only
(See Note 1 – 72 hour limit)
- Tenant Only – Read and revert account back to owner
(Do not turn off)

All fields must be completed for the City to process this request.

- 1) Water service will be turned off as of the date specified unless the City has received a new service application from the incoming customer. If an outgoing customer is required to leave services on due to a requirement in their sales contract, the City will postpone the final reading for 72 hours to allow the new owner time to apply. The outgoing owner will remain responsible until such time as the water is shut off or the new owner accepts responsibility for the account by completing a new service application.
- 2) For Direct Debit customers only: The final bill you receive will not be processed via direct debit. Please remit payment directly to this office (or call 509-967-3431 for credit card processing over the phone).

I have read and understood the preceding information.

Signature _____ Date: _____

Internal Use Only

Date Service Order Generated _____ Requested By _____

Date Service Order Completed _____ Date Final Bill Processed _____

Please return to 3801 Van Giesen, West Richland, WA 99353 – or FAX to us at 509-967-5706