



REQUEST CONNECT/DISCONNECT WATER SERVICES FORM

Effective January 2, 2015

PROPERTY OWNER:		CONTACT #:	
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PROPERTY ADDRESS:	
MAILING ADDRESS:	

DATE OF DISCONNECT/CONNECT:	
NEW CONTACT INFORMATION:	

STATEMENT:

1. All utility accounts shall be in the name of the property owner as registered on the land title and the utility statement shall be billed to the property owner and is the full responsibility of the property owner.
2. A copy of the current Utility Bylaw, Policies and Fees are available upon request.
3. Please allow forty-eight (48) hours to process your request; if you need to change or extend your change of service date, please notify the office immediately to avoid additional charges.
4. Property Owner may request a temporary shut off of water services for the purpose of construction; current Bylaws, Policies and Fees shall apply.
5. In the event where a property is being sold and the seller does not pay the Final Utility Bill, any outstanding balances becomes the obligations of the subsequent owner.

Signature of Property Owner: _____

OFFICE USE

Customer ID #:		Utility Account #:	
Admin Fee:		Meter Reading:	
Action Date:		Expected Meter ID #:	
Work Order #:		Completed Date:	
Full or ½ Billing:		Action completed by:	