

Termination for Water/Sewer/Refuse Service

Last Name	First Name	Mid Int.	Deposit amount on file
Address/Location:			Account Number:
Final Bill Mailing Address:			Contact Phone Number:
Full Name of anyone else 18 or older in household:	Is this person moving as well: Y or N:	New address if different than main account holder.	
Date termination requested for:		Appointment time if we need access:	
Owner or Tenant:			
Name & Phone # of property owner:			
City of Corry Service Termination Contract			
<p>Subject to the Rules and Regulations of the City of Corry, I hereby make request termination of Water/Sewer/Refuse service by meter at: (list address below): I/we are requesting that the service at the above address is to be terminated. I/we also understand that the final bill will not be issued until after the service has been terminated with an inside reading at the next billing cycle. I/we understand that if we fail to provide access to the meter, the account will remain open until such time access is granted. I/we also understand that it is the customer's responsibility to confirm with the City of Corry that requested termination was completed. I/we understand that any deposit on file will be applied to the account. The deposit will be applied to the account balance. If this creates a credit balance a refund check will be issued with the next refund cycle. If I/we fail to provide a valid address the City is not responsible for the refund being returned undeliverable.</p>			
<p><i>If a residential account, list names of ALL persons 18 and older that will be living at the residence including their birthdate and SSN. Requested information is required for internal use only. No private information is shared with outside agencies. I also give permission for all listed adults to have access to account information including charges. All adults living in the residence are equally responsible for any charges.</i></p>			
Signature of primary account holder:			Date:

TASK-STARTING FROM ACTIVE	COMPLETED	INITIALS
FINALIZE TAB IN NEW ADDRESS AND CORRECT BILL TO ADDRESS		
NEW BILL INFO		
LANDLORD OR NEW OWNER INFO		
NEW ACCT TAB FILLED IN		
WORK ORDER		
DEPOSIT OPTION		
PRINT AND PRINT WORK ORDER		