

City of Creswell
Water & Sewer Service Final Bill Request

Account Number: _____ Effective Date of Final Bill: _____

Service Address: _____

(Meter Readings for all Final Bill Requests MUST be obtained on the Request Date, be sure to forward to Public Works timely)

Has a new Water Service Application Been Completed for this address? YES NO

If NO, Notify customer that Water Service shall be discontinued and the water meter shut off and locked at time of meter reading:

PUBLIC WORKS - PLEASE RECORD READING AND CIRCLE IF METER IS OFF AND LOCKED:

Meter Reading: _____ Water Meter Off and Locked? YES NO

A forwarding address is required for each Final Bill Request. Fill out all requested information:

Customer Name: _____

Forwarding Address: _____

Home Phone: _____ Work Phone: _____

Employer _____

Social Security No.: _____ Driver License: _____

Deposit Information:

Look up each account when a request for final bill is submitted and note the following:

Deposit on File? Yes No

If Yes circle type:

Owner _____ Selling house - apply deposit or _____ Keeping house - hold deposit

Land Lord _____ Selling house - apply deposit or _____ Keeping house - hold deposit

Renter _____ moving out of area - apply deposit _____ Transfer Cust. - Txfr deposit

DEPOSIT TRANSFER:

If customer is moving from one house to another within Creswell, and currently has a deposit on file:

Please inform all transfer customers of the following information:

- Make sure to refund deposit from old address and apply to new address
- Tell customer all charges must be paid timely on old account or deposit will be applied to any outstanding charges at old address and water service will be terminated at new address until any residual balance is paid in full and a new deposit collected.
- If service is terminated for non-payment, a \$15.00 shut off fee will be applied to current address.

MAKE SURE EACH FINAL BILL REQUEST IS COMPLETE, AND CUSTOMER HAS BEEN NOTIFIED OF ALL APPLICABLE INFORMATION. IF CUSTOMER LEFT WITHOUT NOTICE, WATER METER SHALL BE SHUT OFF AND LOCKED. DOOR HANGAR SHALL BE SENT, REQUESTING NEW CUSTOMER INFORMATION AND WATER SECURITY DEPOSIT

Signature

Date