

DISCONNECT APPLICATION

If you are a City of Yelm utilities customer and you are interested discontinuing water services or closing your utility account, please complete the form below and return it to City Hall.

Authorization Statement: I, _____ hereby give the City of Yelm the authorization to close my/ my tenant's utility account at the address provided below. I understand that a final bill will be generated on the first of the following month and sent to my forwarding address.

Please choose one:

I would like to permanently close my account.

I would like to permanently close my tenant's account.

Please choose one **(for landlord/property manager use only):**

I would like to leave the water on I would like to shut the water off

Service Address:	Closing Date/Date Lease Ends/Date Vacating:
Name on Account:	Phone Number:
Forwarding Address:	City, State, Zip

If Applicable:

Landlord's Name:	Phone Number:
Landlord Mailing Address:	City, State, Zip:

Please Note:

The water will be shut off on the date listed on the form. Landlords and Property Managers may request to leave the water on as long as there are no past due balances outstanding. A Final Bill will be generated on the first of the following month and sent to the tenant. Following three months of non-payment from the tenant, all charges will be transferred to the Landlord's account. All of the former tenant's charges must be paid before a new tenant can receive utility services. In the time between tenant's the utilities will be transferred back to the Landlord's name. A final bill will be generated every time an account changes hands.

Signature: _____ **Date:** _____