



**CITY OF HAVELOCK
CUSTOMER SERVICE
DISCONNECTION OF SERVICE REQUEST**
PHOTO IDENTIFICATION IS REQUIRED

TODAY'S DATE: _____

*****Only the customer/customers whose name appears on the bill is authorized to disconnect service**
Unless a Power of Attorney is presented and accompanied with a photo ID***

Current Bill Paid? Yes ___ No ___ Do you have a bank draft? Yes _____ No _____

If you have a bank draft, your final bill will not be drafted; your draft will be cancelled and the bill should be paid by another method. Please request your account number and customer ID if paying online.

CUSTOMER NAME: _____ **Phone Number:** _____

DISCONNECTIONS ARE DONE IN THE EARLY MORNING (AM)
If this is not desirable, schedule for the following business day

Please confirm with your rental agency that you can disconnect on your desired day or if they want you to leave it on for a final inspection. If water is turned off and requested to be turned back on, it will be treated as a new account requiring a new application and a \$32.25 activation fee will be assessed. By signing below, I agree to these terms.

For pending refunds from your deposit, please allow 4-6 Weeks from your final bill date.

DISCONNECT DATE: _____ **Monday through Friday only**

ADDRESS TO DISCONNECT: _____

***To avoid an \$91.15 trash cart fee, please leave Trash Cart so it is visible from the street for Pick Up.
Trash may be left in the cart when you move, regardless of the day of the week.
*You will receive a final bill; payments made today are not your final charges****

SIGNATURE: _____

Forwarding Address: (Required for Final Bill-Please print clearly)

This institution is an equal opportunity provider and employer

OFFICE USE ONLY

Forwarding Address Added for Final Bill by _____

Draft Cancelled by: _____

Account # _____

Customer ID # _____

Service Order # _____

Updated 6/17/22 KW