



**CITY OF HAVELOCK  
CUSTOMER SERVICE**

**REQUEST FOR CLEANING ACCOUNT SERVICE**

This original form may be kept by your office and copied. You can send it to us via our email address at [CustomerService@HavelockNC.US](mailto:CustomerService@HavelockNC.US) or fax to 252-463-7181. Use this form to connect and disconnect service on your cleaning accounts.

**\*\*Effective 07/01/2019, a \$28.75 activation fee will be charged to activate all cleaning accounts\*\***

**A 24-hour notice** is required before service can be activated.

**Please, only 1 address per form.**

DATE: \_\_\_\_\_

PROPERTY MANAGEMENT NAME: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ADDRESS TO CONNECT: \_\_\_\_\_

DATE TO CONNECT: \_\_\_\_\_

ADDRESS TO DISCONNECT: \_\_\_\_\_

DATE TO DISCONNECT: \_\_\_\_\_

***(YOU CAN HAVE THIS ON AS LONG AS YOU WISH)***

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*This institution is an equal opportunity provider and employer.*

**\*\*\*OFFICE USE ONLY\*\*\***

ACCOUNT #: \_\_\_\_\_ CID #: **20863**

\$28.25 FEE ADDED BY \_\_\_\_\_  TRASH SERVICE INACTIVATED BY \_\_\_\_\_