

# REQUEST TO CLOSE WATER ACCOUNT Effective \_\_\_/\_\_\_/20\_\_\_

Service address: \_\_\_\_\_  I owned the property.  I rented the property.

Name(s) \_\_\_\_\_

Forwarding address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

Home phone \_\_\_\_\_ Alternate phone \_\_\_\_\_

### FEES:

- We will prorate the base monthly charge for your respective portion of the month. The base monthly charge does not include consumption. The base monthly charge accrues whether the property is occupied or vacant and whether water service is on or off.
- **There is a charge of \$25.00** to take the final meter reading if you close the account on a date other than the Public Works Department's regular monthly meter reading day.

**RENTERS:** Please attach a copy of your rental agreement showing the **termination date** or a statement from the owner or the owner's property manager confirming the date your responsibility for the service ends.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### OWNERS:

1. Are you  selling property **or**  keeping property and renting it out.
2. If keeping and renting out, will you  manage it yourself **or**  use a property manager.
3. If using a property manager, copies of tenant's delinquent notices go to  you **or**  property manager.
4. If using a property manager, do you authorize the City of Roy to handle utility matters for this property with the property manager as your agent?  yes **or**  no **or**  I am previously-authorized agent of Owner.

**Complete the following information:**

BILLINGS TO BE DIRECTED TO:  Owner  Tenant  Agent. Contact: \_\_\_\_\_

Authorized agent/management company: \_\_\_\_\_

City of Roy business license no. \_\_\_\_\_ Phone: \_\_\_\_\_

5. If you are using this property manager for the first time, please attach a **copy of your property management agreement**.

You must sign the following acknowledgement. **In making this request I affirm that I am the Owner or duly authorized Agent of the Owner. I am familiar with the regulations governing water usage and rates and understand that the Owner is fully responsible for all City of Roy utility bills against the property located at the above service address. I understand that continuation of water service is according to applicable City codes.**

Signature \_\_\_\_\_  Owner  Authorized Agent Date \_\_\_\_\_

**OFFICE USE ONLY:** Account (owner): \_\_\_\_\_ Account (renter): \_\_\_\_\_ Tap: \_\_\_\_\_

Fee for final meter reading applicable?:  no  yes, fee entered by: \_\_\_\_\_ date: \_\_\_/\_\_\_/20\_\_\_

Broadcast phone number removed by: \_\_\_\_\_ date: \_\_\_/\_\_\_/20\_\_\_

Notes: \_\_\_\_\_

**Instructions to Public Works:** Location of meter: \_\_\_\_\_

Read meter \_\_\_\_\_  Shut off  Lock – key number: \_\_\_\_\_

Turn on water \_\_\_\_\_  Other \_\_\_\_\_

**Date completed:** \_\_\_/\_\_\_/20\_\_\_ **Initials:** \_\_\_\_\_

**City of Roy**

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