



## Utility Shut-Off Form

All customers who request in writing and have the utilities shut-off/ discontinued will receive no billing for that particular utility for each billing period in which the service is shut-off / disconnected. They may receive billing for other services if it is not discontinued through the form below. Please remember: the billing is given on each service after it is used. (i.e if you shut-off or discontinue services on January 15<sup>th</sup> you still will receive a bill for usage on February 1<sup>st</sup>.)

**Property Address:** \_\_\_\_\_

**Utilities to be shut-off or discontinued:**

Water/ Sewer       Trash Service

**Person Initiating Shut-Off:**

Property Owner: Phone Number \_\_\_\_\_

Property Tenant: Phone Number \_\_\_\_\_

(Must have approval from listed property owner)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Edgewater Staff: Staff Person: \_\_\_\_\_

**Reason:**

Vacant Home       Failure to pay       Meter Read       Other: \_\_\_\_\_

I, \_\_\_\_\_ at the property \_\_\_\_\_  
Edgewater, Colorado, wish to shut-off/ discontinue services selected above on  
\_\_\_\_\_ of \_\_\_\_\_. **I understand that I will need to give 2-day  
notice to the City of Edgewater before having any of these services re-started.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please forward all billing to:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Office Use Only:**

\_\_\_ Water/ Sewer Notes:

Shut-Off Date: \_\_\_\_\_

\_\_\_ Trash Notes:

Shut-Off Date: \_\_\_\_\_

\_\_\_\_\_  
Staff Signature