



Utility Account Termination Form

Today's Date: _____

Effective Date: _____

Name:

_____ Acct: _____

Service Address:

Forwarding Address:

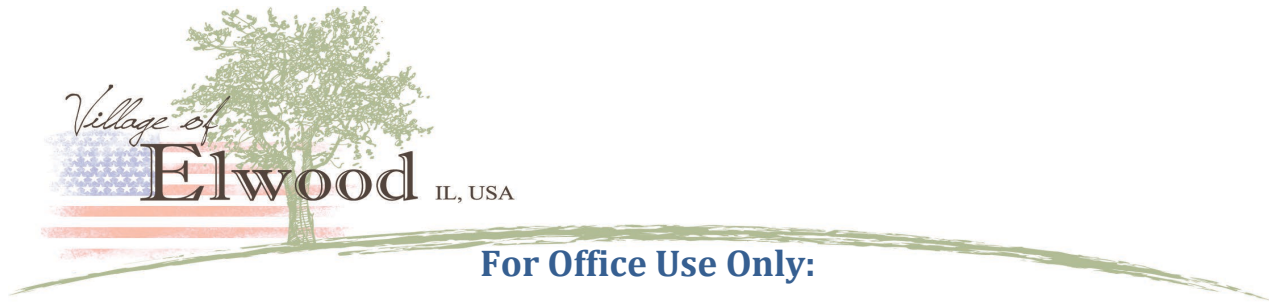
Telephone No: _____

Alternate Telephone No: _____

If the property is leased, please provide the owner's name & contact telephone:

New Owner's Name (if known):

Seller's Attorney Name and Phone No:



Account No.:

Account Balance as of today (not including final bill): \$ _____

Final Readings:

Date: _____ Reading: _____

Date: _____ Readings: _____

Gallons To Be Billed: _____

Amounts To Be Billed:

Water: _____

Utility Deposit: Yes No

Sewer: _____

Direct Debit: Yes No

Garbage: _____

Total: _____

Final Total Bill: _____

Notes:

Effective March 23, 2009 per Village Administrator, anyone moving in or out will have their first or final water/sewer/garbage bill prorated based on readings and number of garbage days on the property.

If the water/sewer use is under the minimum than the use is prorated by the 1,000 gallon charge, if over the minimum 2,000 gallons then charge the customary fees except for garbage. (Example: Between June 1st – June 15th, customer used 1,200 gallons than the charge would be \$ 3.89 for water since each 1,000 gallons of water charge is \$ 3.89 and the sewer charge would be \$ 4.29)

Garbage is prorated by how many pick up days (Mondays) the resident was in the property. Take the garbage rate and divide by how many pick up days there were in that month and then times that number by the number of days on the premises. Only charge for actual pickup days. (Example: June had four pick up days, monthly rate of \$22.89. Resident was in home for two pick up days than charged \$ 5.72 times two to equal prorated charge of \$ 11.44.

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