

**VILLAGE OF ARCANUM
UTILITY DEPARTMENT
SERVICE TERMINATION REQUEST FORM**

TENANT/OWNER/LANDLORD _____
(CIRCLE ONE)

SERVICE ADDRESS _____

DATE OF TERMINATION _____

Utility services at the address listed above shall be removed from my name as of date requested. I am no longer responsible for said utilities and have requested that the Arcanum Water and Light conclude service for me.

Signature _____

Forwarding Address _____

PHONE NUMBER: _____

NOTE: IF A DEPOSIT WAS PAID, IT WILL BE APPLIED TO THE FINAL BILL. IF A BALANCE STILL REMAINS ON THE ACCOUNT, YOU ARE RESPONSIBLE FOR PAYMENT. IN THE CASE OF A CREDIT, A CHECK WILL BE MAILED TO YOUR FORWARDING ADDRESS ONCE THE MONTHLY PAYMENT PROCESSING IS COMPLETE.

OFFICE USE

ACCT # _____

SERVICE TRANSFER INFORMATION

NAME TO WHOM SERVICE WILL GO TO:

LANDLORD/NEW TENANT/NEW OWNER
(CIRCLE ONE PLEASE)

OFFICE USE

ACCT # _____

- Garbage removed
 Garbage added

READINGS _____ ELECTRIC (ID # _____) _____ WATER

S/Utility/Forms/ServiceTerminationRequest-NEW