

OFFICE USE ONLY

Date Received: _____

DISCONNECTION OF WATER SERVICE FORM

Corporation of Shepherdstown

Post Office Box 248

104 North King Street

Shepherdstown, WV 25443

Phone: 304-876-2312

Billing Office: 304-876-2574

Fax: 304-876-1473

Please be advised that we require 48 hour notice prior to turning water on and off. Please notify our office at 304-876-2574 in advance of your intentions to move so that the water meter can be read and turned off as soon as you vacate, thereby assuring that you are not billed for further service in which you are not responsible.

- I. Customer Account No.: _____
- II. Customer Name (as it appears on bill): _____
- III. Phone Number where you can be reached: _____
- IV. Date of Termination (**Please be advised that the water will be turned off on this date unless we are notified otherwise by the Landlord**): _____
- V. Physical Address where service is being disconnected: _____

- VI. Landlord's Name and Phone Number: _____

- VII. Address to send final bill to: _____

- VIII. If you paid a security deposit, you may choose to have it refunded or applied to your final bill. Your final bill must be paid in full before any refunds are made.
 REFUND **APPLY TO FINAL BILL**

Signature

Date