

CITY OF WESTFIR

WATER AND/OR SEWER SERVICE TERMINATION FOR RENTALS

Owners/Landlords: Please submit this form to Westfir City Hall when a tenant is moving out.

Today's Date: _____ Services: Water _____ Sewer _____

Name of Tenant(s): _____

Property Address: _____

Tenant Mailing Address for Final Bill*: _____

Tenant Phone #: _____ Second Tenant Phone #: _____

Name of Property Owner _____

Address _____ Phone # _____

Last date of tenant occupancy: _____

Turn off water on this date: _____ **Do NOT turn off water:** _____

The billing cycle is typically the 26th–25th. The account will be changed to the Owner's/Landlord's name after final billing of tenant unless a new tenant has applied for service. A \$25 fee is charged each billing cycle for temporarily unoccupied dwellings with ZERO water usage.

* The tenant will owe for a full additional billing cycle even if moving on the last day of the month because meters are read a few days before the end of the month. The final bill amount is reduced by a credit on the account for return of deposit.

Per the City of Westfir Water/Sewer Payment Policy, the Owner/Landlord assumes full responsibility for final payment of account should the tenant fail to pay.

City of Westfir

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