

CITY OF ANDERSONVILLE

UTILITY SERVICE DISCONNECTION REQUEST

- The account holder is responsible for all consumption charges, penalties, and fees until the service is officially disconnected, even if they no longer reside at the property. This form must be submitted to the City of Andersonville Utility Office to have service disconnected. Ending utility service is the account holder's responsibility.
- Disconnection requests are processed Monday through Friday only. Requests made for Saturdays, Sundays, or City holidays will be processed on the next available business day.
- A final reading will be taken on the disconnection date, and your final bill or deposit refund check will be mailed to the forwarding address you provide below.
- Utility deposits are not transferable between customers. However, if a customer is current with all utility accounts, deposits can be transferred from one address to a new service address. This process requires submitting a new application for service. Customers may need to adjust their deposit amounts to reflect any deposit updates.
- Verification of the account holder's personal information is required to process this request.

ACCOUNT INFORMATION - PLEASE PRINT

NAME: _____ ACCOUNT NUMBER: _____

SERVICE ADDRESS: _____ DATE TO DISCONNECT: _____

FORWARDING ADDRESS: _____

PHONE: _____ EMAIL: _____

*By providing email address, you agree to receive emails from the City of Andersonville.

Utility Service To Be Discontinued: Water Natural Gas Sewer

Location Category: Residential Business

Do you own or rent the property where you are getting service discontinued? Own Rent

If you rent, please list the landlord's name and contact telephone number:

Name: _____ Phone Number: _____

By submitting this form, I certify that I am the person described above and that I am submitting this form to approve the disconnection of service in my name with the City of Andersonville.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Received by: _____ Date: _____ Account Holder's DL#: _____