



Town of Carthage

UTILITY SERVICE CANCELTATION FORM

Please return form to customerservice@townofcarthage.org

Date Requested: _____

Date Service to be Disconnected: _____

Account Number: _____

Name(s) on Account		Service Address of Account to be Disconnected	
Forwarding Address for Final Bill		Is the Account to be Disconnected a ☐ Rental Residence ☐ Business ☐ Primary Home	
Are you the property owner or tenant? ☐ Property Owner ☐ Tenant	Your Email Address		Your Phone Number
Property Owner's Name (if different)	Property Owner's Email Address (if different)	Property Owner's Phone Number (if different)	

THERE WILL BE NO SAME-DAY DISCONNECTIONS. ALL DISCONNECTIONS WILL BE MADE NO EARLIER THAN THE NEXT BUSINESS DAY FROM RECEIPT OF DISCONNECTION REQUEST.

Please read the following carefully and provide appropriate information as required:

Do you wish to have the account canceled or simply have the water turned off temporarily?

Closing the account will mean that before the water service is restored, a new application must be completed and proof of residency (real estate closing papers, deed, rental agreement/lease) will be required.

Temporarily turning the water off will keep the current account active, but the water will be turned off at the main meter and therefore, not charged for any water consumption. This option will also still be billed for the base rate of the utility services as applicable:

- \$17.50 per month for water
- \$19.25 per month for sewer
- \$11.99 per month for trash/per can

☐ Close Account

☐ Turn Water Off Temporarily

By signing this request for disconnection, you are stating that you are authorized to make changes to this account and you agree to be responsible for the final bill for service on this account.

Printed Name

Signature

Date