



CS009(b)

VACATING PREMISES (TENANT NOTIFICATION)

DATE: _____

ACCOUNT NUMBER _____ - _____

ACCOUNT NAME _____

METER NUMBER _____ HOUSE/APARTMENT # _____

STREET NAME _____

Dear Sir/Madam,

Please accept this notification that I/We _____ have/will move out of the above premises on (MM/DD/YY) ____/____/____.

I/We hereby request that you read the meter, render a final bill and close my/our account. I/We understand that I/We may be liable for charges incurred up to ten (10) working days after the date of submitting this notification.

Should you require additional information, or to arrange remittance of any credit refund after final billing, please contact me at P.O. Box _____, Telephone _____ or email _____.

Sincerely,

Tenant Signature

(Print Clearly) Tenant's Name

For Official Use Only

Tenant ID # _____ WO # _____

Account Alternate ID # _____

STAMP
&
INITIALS