



## **CITY OF ALPINE – UTILITY DEPARTMENT REQUEST TO DISCONTINUE PUBLIC SERVICES**

**PERSONAL INFORMATION:**

Customer Name: \_\_\_\_\_

Service Address: \_\_\_\_\_

**ACCOUNT INFORMATION:**

Service Type(s): \_\_\_\_\_

Account Number(s): \_\_\_\_\_

Requested date for **final**: \_\_\_\_\_

Requested date for **vacation** status: \_\_\_\_\_

\*\*\*Please note that the date you have provided may change due to holidays, weather, or emergency infrastructure repairs.\*\*\*

**REQUEST:**

I, hereby request that Public Services for the above mentioned account be discontinued as of the date that I have provided. I further request that the security deposit for such account less any final billing, be mailed to myself from the City, through regular postcard mailing via the United States Postal Service, to the address given below.

**FORWARDING ADDRESS:**

Customer Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Customer Signature: \_\_\_\_\_

Utility Billing Staff Approval: \_\_\_\_\_

Date: \_\_\_\_\_