

CITY OF GRAFTON
1 WEST MAIN ST. GRAFTON, WV 26354
PHONE 304-265-4677
FAX 304-265-0119

DISCONTINUATION OF WATER SERVICE

Name _____ Date _____

The undersigned hereby requests that water service be disconnected at the premises designated as

_____ effective on the _____

day of _____, 20_____.

TO DISCONTINUE SERVICE FROM THIS PREMISES:

1. The applicant must vacate the premises at this address on or before the effective date of discontinuance.
2. The applicant who fails to give final written notice shall be liable (as per West Virginia Public Service Commission Rules and Regulations for the Government of Water Utilities) for the usage at said premises.
3. The applicant shall relieve all responsibility for services to the said premises by the City Of Grafton.
4. The applicant is the _____ of said premises.
(Owner or Tenant)
5. If the owner signs for service, the owner shall be responsible for discontinued service to said location. Each new tenant shall be listed by the owner with the City of Grafton when making application on owner's behalf where possible.
6. The applicant shall be liable for final billing on said location and, if not paid, shall be refused service in the City of Grafton service area.
7. If the owner has more than one service location, the finals will hold true on all locales.

LANDLORD _____

NEW MAILING ADDRESS _____

PLACE OF EMPLOYMENT _____

NEW PHONE NO. _____ EMPLOYER'S PHONE NO. _____

APPLICANT'S SIGNATURE: _____

To be completed by City of Grafton

Date Discontinued _____ Shut-Off by: _____

Final Reading of Water Meter _____

WATER DISCONTINUATION