

**CITY OF YALE**  
**UTILITY TERMINATION FORM**

DATE: \_\_\_\_\_ ACCOUNT #: \_\_\_\_\_

SERVICE TO TERM: ALL \_\_\_\_\_ ELECTRIC \_\_\_\_\_ GAS \_\_\_\_\_ WATER \_\_\_\_\_ TRASH \_\_\_\_\_

NAME ON ACCT: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

FORWARDING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_  
(where you can be reached after today)

CHECK APPLICABLE:

           PERMANENT DISCONNECT

REQUESTED DATE OF DISCONNECT \_\_\_\_\_

Disconnect will occur as soon after the requested disconnect date as work load will allow. Customer will be responsible for all usage until actual disconnect. Customers deposit will be applied to the final bill and any excess will be refunded.  
If the deposit is not sufficient to satisfy the final bill, you will receive a statement for the balance.

           TEMPORARY DISCONNECT

REQUESTED DATE OF DISCONNECT: \_\_\_\_\_

Disconnect will occur as soon after the requested disconnect date as work load will allow. Customer will be responsible for all usage until actual disconnect. Deposit will be held until you request a permanent disconnect date.

           REMOVE NAME AS RESPONSIBLE PARTY (Application on file has an additional responsible party)

Deposit will not be refunded. Meter will not be read out. Requesting party will not be released from his or her payment obligation until the statement representing usage for the billing period in which the request was made has been paid in full (i.e. the billing statement containing the next meter reading following the date hereof).  
The requesting party will not be released if he or she continues to be a resident at the service address.

           REMOVE NAME AS RESPONSIBLE PARTY (Application does not have an additional responsible party)

Service must be terminated in accordance with "Permanent Disconnect" above. A new application will be required from the current resident, along with the deposits.

           TRANSFER DEPOSITS TO: \_\_\_\_\_ AT THE ABOVE SERVICE ADDRESS

Your deposit will be transferred to the new account holder above, contingent upon full and timely payment of your final utility billing. If not paid timely, the deposit will be applied as payment to your final utility bill and the new account holder will be notified and required to immediately post a new deposit to prevent disconnection of service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Received on: \_\_\_\_\_

By: \_\_\_\_\_