

# City of Somerville

150 8<sup>th</sup> Street ~ P.O. Box 159  
Somerville Texas 77879

## Request to Discontinue or Transfer Utility Service

There is no disconnection charge if utility service is being transferred or discontinued. Submitting this form before you move may prevent additional service charges or fees. If you move and do not request discontinuation, the account will be considered abandoned which may affect your ability to get utility service in the future. This request should be completed and submitted to the Utility Clerk at City Hall at least two (2) business days prior to the requested discontinuation date. If the requested date falls on a weekend or city holiday, the request will be completed the following business day. For your protection, proof of identification may be required.

Name as it appears on utility account: \_\_\_\_\_ Account No. \_\_\_\_\_

Service Address \_\_\_\_\_ Discontinuation Date \_\_\_\_\_  
Street City State Zip

I am discontinuing utility service with the City of Somerville

New (or Forwarding) Address \_\_\_\_\_  
Street City State Zip

New Phone Number \_\_\_\_\_  
Home Business Cell Phone

*Note: If you pay by draft, and you do not want your final bill to be drafted, initial here: \_\_\_\_\_*

I am transferring my service to a new address to another service location within the City of Somerville

New Service Address \_\_\_\_\_  
Street City State Zip

I request that service at my new service address begin on \_\_\_\_\_. I understand that my service will not be initiated at the new service address until I have paid any current or <sup>Date</sup>delinquent balance on my existing account plus any fees or charges, and any new or additional deposit that is required by the City of Somerville. I understand that if I am a renter, I will have to update my records with new landlord information and will be required to provide a copy of my new lease and a list of tenants.

I, the undersigned, certify that the information on this form is correct and complete to the best of my knowledge and that I am  the customer named above (for residential) or  the owner or authorized representative (for commercial or multi-family) of the service address above.

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

<b>Payment History</b> <input type="checkbox"/> Good Standing <input type="checkbox"/> No History <input type="checkbox"/> Poor History <input type="checkbox"/> Bad Debt Amount \$ _____ Receipt No. _____	<b>Additional Deposit</b>  Amount \$ _____ Rect. No. _____	<b>Authority to Request Service</b>  Property Owner <input type="checkbox"/> Document: _____ Tenant: <input type="checkbox"/> Document _____	<b>Account #</b> _____ _____ <b>Notes:</b> _____ _____
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