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ELECTRIC
DISTRICT HEAT
WATER
WASTEWATER
SOLID WASTE

SPECIAL NOTICE

REQUEST FOR DISCONNECTION NOTICE TO THIRD PARTY

It is sometimes necessary to disconnect electric and/or water utility service to customers because of non-payment of past due bills. This step is not taken until after all efforts to make satisfactory arrangements for payment of delinquent bills have been unsuccessful.

In the interest of our customers' welfare, we are establishing the following procedure:

If you would like someone in addition to yourself (i.e. a relative, friend, government agency, or other agency) to receive a copy of a notice that your service may be shut off for non-payment, please fill out, sign, and return this notice to us.

Sending such a notice to a third party does not place any obligation on that party to pay your bills, nor will it prevent or defer the disconnection of your service if payment is not made when required.

We shall endeavor to provide the requested notice as a courtesy to you, until such time as you withdraw the request or discontinue your account with us. The Board of Public Utilities, however, assumes no liability whatsoever in the event notice is not provided for any reason.

Consumer/Tenant Information:

Name (please print): _____

Service Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

Third Party Information:

Name (please print): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____