



Please return completed application to:  
 City of Vallejo · Commercial Services · 555 Santa Clara Street · Vallejo, CA 94590  
 Phone: (707) 648-4345 Fax: (707) 638-3520 [vallejowaterbilling@cityofvallejo.net](mailto:vallejowaterbilling@cityofvallejo.net)

## REQUEST TO STOP WATER SERVICE

Every effort will be made to terminate services on your requested stop date, however some orders may be held until the following business day. All requests received will be processed the next business day based on field staff availability. Service requests are not scheduled on weekends or holidays.

Date of the Request:  Account Number   
 Date you want water service to stop in your name:   
 Address of Property to Stop Service:

Name on Account:  SSN/CDL/Fed Tax ID #:   
 Contact Name, if different than applicant:  Work Phone:   
 Home Phone Number:  Cell Phone:   
 Forwarding Address (For Final Bill)  
 Street:   
 City:   
 State and Zip Code:

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

### ADDITIONAL REQUIRED INFORMATION:

#### For Tenants:

End Date of Rental Agreement   
 Landlord's Name   
 Landlord's Phone Number

#### For Property Owners/Landlords:

\_\_\_ Property Sold:   
 Escrow Close Date:   
 -----OR-----  
 \_\_\_ Property Rented:  
 Start Date of Rental Agreement:   
 Tenant Name(s):

#### Important Notice:

The City of Vallejo reserves the right to request copies of Close of Escrow documents or Rental or Lease Agreements before processing any requests for change of service. Notice of Trustee sale or other official sale or transfer documentation is required on all Foreclosed properties.

#### Deposit Refunds and Final Billing:

Deposits that have not previously been refunded to the account will be applied during final billing. Any credit balance can be transferred to a new account in your name. Otherwise any credit balance will be refunded to you. Final bills will be generated and mailed approximately two to three weeks after your final reading is taken. Final bills that remain unpaid after 45 days will be sent to a collection agency.

#### For Office Use Only

Date Received \_\_\_\_\_

Completed by \_\_\_\_\_

Date Water Service turned off: \_\_\_\_\_