



DISCONTINUATION OF UTILITY SERVICES

DATE: _____

CURRENT SERVICE ADDRESS:

NAME: _____

ADDRESS: _____

CLOSING SERVICE DATE: _____

FORWARDING ADDRESS [REQUIRED]:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE #: _____

EMAIL ADDRESS: _____

X _____

SIGNATURE OF ACCOUNTHOLDER REQUESTING DISCONTINUATION

For Office Use Only

Acct: _____

Water Off – Reading: _____

Deposit: _____

By: _____



CITY OF SOLEDAD

DISCONTINUED SERVICE – TIMING OF FINAL BILL

The City of Soledad bills for utility services from the 16th to the 15th of the month, and sends bills out the end of the month. If you discontinue service after the mid-month readings but before the bills have come out, your partial month bill will not be billed until the FOLLOWING month.

For example, you come in to City Hall and discontinue service June 27th. The bills that we send out dated June 30th would be for dates of service of 5/16 – 6/15. When we do the 7/15 readings, and bill on July 31st, you will be billed for 6/16 through 6/27 – the date you discontinued service.

It is important that we have a forwarding address and a phone number for you so that your account does not go to collections if the service was for a rental, or delay service starting for the new owners if the service was for a home you sold. The last month or more of utility service until the day you close the account will be billed AFTER you have discontinued service, but it is YOUR usage and owed by you, even though you've moved.

This notice is just to make you aware that your account balance on the day you discontinue is NOT the final balance due, due to our time-lag of readings and billings.

Any accounts not paid in full after the due date will be sent a delinquency reminder letter. If not paid within 30 days of the letter, your account will be sent to a collection agency that charges a collections fee on top of the amount due, not to mention potential negative effects on your credit score. This notice is to help clear up misunderstandings of the timing of final bills and let you know your responsibilities.

If you have any questions, please let us help clear them up. We want to make sure everyone understands the timing of our bills and avoid future problems.