



Temporary Disconnect - Reconnect Form

City maintenance and assessment services are based on the number of meters in the City of Valley City. Therefore, each property with a water meter, regardless of water turn off is required to continue payment of the following charges:

Electric	Base + Consumption
Utility R&R	\$ 9.50
Storm Sewer	\$ 2.50
Water Surcharge (if applicable)	\$9.10

By signing below, I am aware that the property's water will be shut off and I will be responsible for the above monthly charges. I am also aware that I will be charged \$40 to shut my water off but will not be charged to turn water services back on.

Property Address: _____

Forwarding Address: _____

Phone: (____) _____ - _____ **Do you have a boiler heat system:** ___ YES ___ NO

Date for Water Shut off: ____/____/____

Do you have a shared curb stop: ___ YES ___ NO

Printed Name: _____

Signature: _____

Date: ____/____/____

Section to be completed when utility is ready to be reconnected

Date for water and/or garbage turn on: ____/____/____
Someone must be at property to turn on water

Signature: _____

Date: ____/____/____

----- Below for Office Use Only -----

Initial ____ Date _____ Work Order sent to Water Department to shut off water at Curb Stop

Initial ____ Date _____ Unable to shut off at curb stop- Shut off garbage instead

Initial ____ Date _____ Forwarding Address Changed

Initial ____ Date _____ Disconnect fee charged

Initial ____ Date _____ Email Transfer Station to stop garbage pickup

Date Returned: _____

Initial ____ Date _____ Email Transfer Station to start garbage pickup

Initial ____ Date _____ Water turned on

Initial ____ Date _____ Changed address to Valley City