



CITY OF SEBASTOPOL

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Read & Transfer Services

For Property Owners/Managers

AUTOMATIC Read & Transfer: Utility services are transferred into the owner's/manager's name each time a tenant requests to be removed from responsibility for that service location. This provides no disruption of utility services to the specified location. The owner/manager is **not** pre-notified each time the service is transferred into his/her name.

PHONE Read & Transfer: Utility services are transferred into the owner's/ manager's name by telephone request when utilities are needed during a vacancy. The service **does not** guarantee uninterrupted utility service. If a phone request by the owner is received after the tenant requested disconnection of utilities, there may be a 24-48 hour delay before utility services can be restored.

I, _____, hereby authorize The City of Sebastopol to provide the service of (mark only one below):

- AUTOMATIC Read and Transfer Service. I agree to be responsible for services from the date tenant requests disconnection.
- PHONE Read and Transfer Service. I understand *I must call each and every time* I require the services transferred into my name.
- CANCEL Read and Transfer Service

At the following addresses:

_____	_____
_____	_____
_____	_____

My name and address as I wish it to appear for billing purposes is:

_____ (Please initial) I understand I must notify the City of Sebastopol in writing at least 48 hours in advance of any change in this service (from Auto to Phone or Phone to Auto or cancellations).

Signed: _____ Print Name: _____

Date: _____ Phone: _____ E-mail: _____