

# City of Sebastopol – Customer Service Close-Out

ENTERED

CLOSE DATE \_\_\_\_\_

RESIDENTIAL  COMMERCIAL  TEMPORARY WATER

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_

ACCOUNT NO.  –

ALTERNATE NAME \_\_\_\_\_

CUSTOMER TYPE:  OWNER  RENTER  AGENT

SERVICE ADDRESS \_\_\_\_\_

*If owner:*  SOLD  NEW TENANT

FORWARD ADDRESS \_\_\_\_\_

AUTOPAY  YES  NO

FORWARD CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

*If Yes, the Final Bill will **NOT** be on Autopay.*

PHONE NUMBER \_\_\_\_\_

The Account Holder is responsible for the Final Bill. It will be sent to the forwarding address by mail or e-bill if set up.  
If the Final Bill is not paid by the due date, the delinquent account will be sent to Collections or charged to Property Owner.

## OFFICE USE ONLY

WORK PERFORMED \_\_\_\_\_

READING \_\_\_\_\_ DATE \_\_\_\_\_ METER # \_\_\_\_\_ TRANSMITTER # \_\_\_\_\_

TAKEN BY: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ CALLER NAME: \_\_\_\_\_