

# City of Sebastopol – Customer Service Close-Out

☐ ENTERED

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

☐

RESIDENTIAL

☐

COMMERCIAL

☐

TEMPORARY WATER

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

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

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

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

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

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

ACCOUNT NO. \_\_\_\_\_

CUSTOMER  
TYPE:

OWNER

☐

RENTER

☐

AGENT

☐

*If owner:*

SOLD

☐

NEW TENANT

☐

AUTOPAY

YES

☐

NO

☐

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: \_\_\_\_\_