



ENTERED

City of Sebastopol – Customer Service Close-Out

The account holder is responsible for paying the final utility bill. It will be sent to the forwarding address by mail or via e-bill if that option is set up. If the final bill is not paid by the due date, the delinquent account may be sent to collections or charged to the property owner.

CLOSE DATE _____ RESIDENTIAL _____ COMMERCIAL _____ TEMPORARY WATER _____ ACCOUNT NO. _____

LAST NAME _____ FIRST NAME _____ MI _____

BUSINESS NAME _____

SERVICE ADDRESS _____ CITY _____ STATE _____ ZIP _____

FORWARD ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS _____ CELL PHONE _____ BUSINESS PHONE _____ ALTERNATE PHONE _____

CUSTOMER TYPE: OWNER* RENTER** AGENT

AUTO PAY: YES NO

* If Owner: SOLD DATE SOLD _____ NEW TENANT

** If Renter: Please provide landlord contact information below

LANDLORD NAME _____ EMAIL ADDRESS _____ PHONE NUMBER _____

LANDLORD MAILING ADDRESS _____ CITY _____ STATE _____ ZIP _____

OFFICE USE ONLY

BILLING DATA

METER READ _____ DATE READ _____

METER # _____ TRANSMITTER # _____

WATER OFF ☐ ON ☐ DOOR TAG NEEDED YES NO
(FOR NEW SERVICE TO SIGN UP)

TAKEN BY _____ DATE _____ TIME _____

CALLER NAME _____