

City of



128 Waltham Street - P.O. Box 247 - Waltham, MA 02778

Phone: 508-284-6571 Fax: 508-284-6984

### TEMPORARY CANCELLATION OF UTILITY SERVICES

UTILITY SERVICES MAY TEMPORARILY BE CANCELLED IF YOUR HOME WILL BE VACANT FOR MORE THAN ONE MONTH. YOU WILL NOT BE BILLED FOR SERVICES IF YOU FILL OUT A REQUEST FORM AND NOTIFY THE CITY OF YOUR DEPARTURE AND RETURN. IF THERE IS USAGE DURING YOUR ABSENCE, YOU WILL BE BILLED FOR THOSE SERVICES UPON YOUR RETURN. THERE IS A \$10.00 ADMINISTRATIVE FEE FOR EACH CANCELLATION OF YOUR UTILITY SERVICES. YOUR ACCOUNT MAY REMAIN IN CANCELLATION STATUS FOR UP TO SIX MONTHS DURING A TWELVE MONTH PERIOD.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

ACCOUNT # \_\_\_\_\_ TELEPHONE# \_\_\_\_\_

I hereby request that my utility services be temporarily cancelled.

Cancellation date: \_\_\_\_\_

Approximate return date: \_\_\_\_\_

Address and telephone change?

\_\_\_\_\_

Emergency contact during absence \_\_\_\_\_

I verify that all statements made on this form are accurate.

\_\_\_\_\_  
Signature

.....  
**OFFICE USE ONLY**

CHARGED \$10 FEE \_\_\_\_\_

HOLD DATE ENTERED \_\_\_\_\_

ENTERED ON PD LIST \_\_\_\_\_

RETURN DATE VERIFIED \_\_\_\_\_