



Application to Discontinue Utility Service

PO Box 458 * Veneta, OR 97487 * 541-935-2191 * Fax 541-935-1838 * www.venetaoregon.gov

Instructions:

1. Complete this form in its entirety; sign form.
2. Submit form to City by one of the following methods:
 - a) In person: 88184 8th Street, Veneta.
 - b) Fax to: (541) 935-1838 Attn: Utility Billing.
 - c) Mail to: P.O. Box 458, Veneta, OR 97487
 - d) Email to: venetaoregon@ci.veneta.or.us

Service Address: _____ **Account #:** _____

Account Holder(s)'s Name and Phone #:

First	Middle	Last	Phone #
_____	_____	_____	_____
_____	_____	_____	_____

Discontinue Services on this date: _____

Type of Discontinuance: *Check one and provide the applicable information.*

TEMPORARY _____
 PERMANENT, Non-Owner _____
 PERMANENT, Owner _____

Local Emergency Contact:
Name _____
Phone # _____
Relationship _____
Name _____
Phone # _____
Relationship _____
Service Reinstatement Date _____

Forwarding Address:		
Street # _____	City _____	Street Name _____
State _____	Phone # _____	
Employer's Name _____		Employer's Phone # _____
Property Owner Information:		Status of Property (check one):
Name _____	Phone _____	<input type="checkbox"/> Selling
Management Company _____		<input type="checkbox"/> Converting to Rental Property
		<input type="checkbox"/> Other, please explain: _____

By My/Our Signature Below I/We Verify that the information provided on this form is true and accurate.

Accountholders Signature: _____

Accountholders Signature: _____

FOR UTILITY BILLING ONLY

Form complete? _____	Form signed? _____
Identity checked and indicated on form? _____	Service Order Created? _____

Entered in UB System as appropriate:

Deposit Released By:

1) Refund: Check # _____ Check Date _____

2) Forfeit: ** Reason: _____
Date of Adjustment: _____

3) Transfer to another Account: Account # _____
Adjustment Date _____

** Note: Automatic if credit is less than \$5.00.