



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

Check one: RENTER OWNER

DISCONTINUE SERVICE DATE: _____

Name on Account _____ Account #: _____

Service Address: _____ Phone #: _____

Check the box below that applies and provide the additional information:

<input type="checkbox"/>	MOVING/SELLING			
Forwarding Address: _____		City: _____	St: _____	Zip: _____
Sold to: _____		Phone #: _____		
If you are not the owner, please provide the Owner/Property Management Co. name				
Owner/Property Mgmt: _____		Phone #: _____		

<input type="checkbox"/>	TEMPORARY SHUT OFF	Local Emergency Contact Information:		
Name: _____				
Phone #: _____		Service Reinstatement Date: _____		

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

Applicant Signature: _____

Co-applicant Signature: _____

FOR UTILITY BILLING ONLY

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

Deposit Released By:

- 1) Refund:
- 2) Forfeit: **
- 3) Transfer to another Account:

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