City of Atkins Temporary Utility Service Change Request

If you plan to be away from your home or business for an extended period of time, please call or stop by City Hall to discuss your City of Atkins utility service billing options.

You will be billed for any utility services used prior to your departure. During your absence, you will still be responsible for the sewer debt fee and landfill fee for each month you are gone. Please make arrangements to pay this bill if you are not signed up for autopay on FrontDesk.

- OPTION ONE: KEEP WATER ON AT THE STREET (INACTIVE STATUS)
  - You will not receive a monthly water/sewer/garbage/recycling bill, but you are still responsible for the sewer debt fee and landfill fee each month. Late fees apply to any mailed payments not received by the due date. No monthly meter reading occurs; any water used during your absence will be accounted for when you return. Water and sewer service remains available for use. We recommend turning off your inside water shutoff valve.
- OPTION TWO: WATER SHUT OFF AT THE STREET (INACTIVE STATUS)
  - You will not receive a monthly water/sewer/garbage/recycling bill, but you are still responsible for the sewer debt fee and landfill fee each month. Late fees apply to any mailed payments not received by the due date. No water service will be available. You must schedule an appointment during normal business hours for the City to turn water back on at the street, and please arrange to have someone present when service is restored.
    - A property owner may request that water service be suspended by completing documentation provided by the City when a property is expected to be vacant. Water will be cut off at the curb. A $75 disconnect/reconnect fee shall be charged for a requested curb-side valve shut-off.

Name (please print) _____ Account Number _____

Service Address _____

Mailing Address during your absence _____

Phone Number _____ Email Address _____

Reason for Request _____

Emergency Contact (name and phone number) _____

Date Leaving _____ Date Returning _____

I understand and accept the provisions of the OPTION which I have chosen on this form.

Signature _____ Date _____

Whether you leave water service on or have it shut off, please remember that you are responsible for ensuring all systems in your home are adequately protected from damage that could occur during your extended absence. If you are not sure how to properly secure your furnace, plumbing, water heater, water softener, or any other appliance, please seek the advice of a professional. The City of Atkins accepts no financial responsibility for damages and will not forgive water and sewer service bills resulting from water leakage, unauthorized usage, or similar issues occurring during your absence.

For Office Use:

Dates of Absence: _____

Months to Charge Sewer Debt & Landfill Fees ($51/month): _____

How Paid	MONTHLY BILL	PAY LUMP SUM

How they pay	AUTOPAY	MAIL MONTHLY BILL	LUMP SUM

For Option 2 users:

$75 disconnect/reconnect fee:

- Received on: _____
- Received by: _____
- Payment Method: _____