

**City of Ruthven**  
**TERMINATION OF SERVICES FORM**

**Today's Date:** \_\_\_\_\_ **End Service Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **\*Physical Address:** \_\_\_\_\_

**\*Forwarding Address:** \_\_\_\_\_

**Phone: Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **SS#** \_\_\_\_\_

**HOMEOWNERS Please provide information about the status of the property:**

**Sold:** Closing date \_\_\_\_\_ New Owner (name & phone) \_\_\_\_\_

**Rented:** Rent date \_\_\_\_\_ Renter (name & phone) \_\_\_\_\_

**Other:** \_\_\_\_\_

**Your final bill will be mailed to your forwarding address.**

**Utility Deposit:** Homeowners' deposits are refunded after one year of consecutive on-time payments. If your deposit was not previously refunded, it will be applied to your account when your final bill is issued. If there is a credit on your account after the deposit is applied, a check will be mailed to your forwarding address.

**RENTERS Utility Deposit: \$100.00 per water meter. Renters' deposits are held until you move out.**

The utility deposit will be applied to your account when your final bill is issued. We will mail your final bill to your forwarding address. If there is a credit on your account after the deposit is applied, a check will be mailed to your forwarding address.

**Landlord's Name:** \_\_\_\_\_

**Contact Information:** \_\_\_\_\_

**Resident Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

---

**FOR OFFICE USE ONLY: ACCOUNT NUMBER:** \_\_\_\_\_ **FINAL DATE:** \_\_\_\_\_

**METER READING:**

**WORK TO PERFORM:**      **READ OUT/IN**                      **SHUT OFF/READ FINAL**

**ADDRESS:** \_\_\_\_\_ **METER#** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FINAL READING:** \_\_\_\_\_ **COMPLETED BY:** \_\_\_\_\_

**DEPOSITS:**

**Deposit on file:** \$ \_\_\_\_\_ **Deposit amount applied to final bill:** \$ \_\_\_\_\_

**Deposit refund:** \$ \_\_\_\_\_ **Refund Check #** \_\_\_\_\_ **Refund Check Date:** \_\_\_\_\_

**ACH ACCOUNTS**

**Date of final ACH withdrawal:** \_\_\_\_\_ **Date removed from ACH listing:** \_\_\_\_\_