

RICHMOND COUNTY WATER UTILITY
WATER SERVICE CHANGE ORDER FORM

0788

WATER SERVICE LOCATION:			
LOT PID#	LOT AAN		
STREET ADDRESS		PHONE NUMBER	
COMMUNITY		POSTAL CODE	
WATER UTILITY ACCOUNT INFORMATION:			
WATER UTILITY ACCOUNT NO.			
CURRENT ACCOUNT HOLDER/OWNER INFORMATION:			
P.O. BOX	STREET ADDRESS	COMMUNITY	POSTAL CODE
CURRENT BILLING ADDRESS INFORMATION:			
BILLING NAME			
P.O. BOX	STREET ADDRESS	COMMUNITY	POSTAL CODE
CHANGES REQUESTED:			
WATER SERVICE ACTIVATION <input type="checkbox"/>	WATER SERVICE DEACTIVATION <input type="checkbox"/>	ACCOUNT HOLDER/OWNER CHANGE REQUESTED <input type="checkbox"/>	BILLING NAME/ADDRESS CHANGE REQUESTED <input type="checkbox"/>
REVISED ACCOUNT HOLDER/OWNER INFORMATION:			
ACCOUNT HOLDER/NAME			
P.O. BOX	STREET ADDRESS	COMMUNITY	POSTAL CODE
REVISED BILLING ADDRESS INFORMATION:			
BILLING NAME			
P.O. BOX	STREET ADDRESS	COMMUNITY	POSTAL CODE
UTILITY STAFF USE:			
ACTIVATION/DEACTIVATION PERFORMED BY			
SIGNATURE	DATE	METER READING	
REGULATIONS			
<ol style="list-style-type: none"> 1. The Municipality may refuse to activate a service if an outstanding amount is owed. 2. If anyone other than Municipal staff turns on the water supply, a penalty of \$100.00 shall be charged against the property owner, plus an estimate for arrears and water shall be disconnected until this is paid. 3. The Municipality shall connect or disconnect services for a standard fee during normal business hours. If this work is requested at other times an additional fee will be required. 4. The Municipality reserves the right to disconnect service for non-payment of bills. 5. In case of rental, property owner/account holder is responsible for transfer and bill payments. 6. Water services will be activated only if a meter has been installed. 7. Customers shall comply with the Schedule Rules and Regulations Governing the supply of Water and Water Services for the Richmond County Water Utility. 			
SIGNATURES			
DATE	OWNERS SIGNATURE		
DATE	APPLICATION RECEIVED IN OFFICE BY		
COMMENTS			