

City of Newark
Division of Water and Wastewater

34 S. 5th Street
PO Box 4100
Newark, OH 43058-4100
(740) 670-7940

Voluntary Termination Request

Account # _____ Date of Request _____

Service Address _____

Customer Name _____

Billing Address _____

1. Request for Voluntary Termination of Water Service.

A The address at which water service is to be terminated is:

- ____ (1) Same as billing address, or
- ____ (2) _____

B The address at which water service is to be terminated is:

- ____ (1) Single family residence
- ____ (2) Duplex / triplex
- ____ (3) Apartment building or buildings containing ____ of units.
- ____ (4) Non-residential building

C Reason for termination:

- ____ (1) The address at which service is to be terminated is completely unoccupied.
- ____ (2) Other reasons. (explain) _____

2. Required Certification for Termination.

Under penalty of perjury, to induce the City of Newark to terminate water service to the address listed herein, I certify that I have personal knowledge that the information given herein is accurate. I further certify that each service address affected by the requested termination is unoccupied. If address affected is occupied, the consumer must sign this form below, with proper identification, before a Utilities Department employee, either at the Utility Office or at the service address. If the Service Address will not be vacant on the above date, or if you believe such termination would be in error, you must notify the Utilities Department immediately at (740) 670-7940 or (740) 670-7945.

signature of customer requesting termination

If Service Address(es) Occupied:

signature of consumer residing at service address
approving termination.

signature of employee witnessing consumer's
Signature.

Service address of consumer

Additional consumers may sign on the back of this form. If no consumer signs, the customer requesting termination must give the Utilities Department employee access to the premises to verify vacancy before termination. A responsible adult must have access to each service address at the time service is to be restored. If water service is terminated in error, service will be restored on demand of the adult consumer without charge.