

**RESIDENT MOVING OUT  
UTILITY BILLING ACCOUNT INFORMATION**

<b><i>FOR OFFICIAL USE ONLY:</i></b> Account Number _____ Date Received: _____	
<b>METER READINGS</b>	
Final Meter Reading: _____	Date of Reading: _____
<b>DEPOSIT</b>	
Deposits: Deposit Number: _____	Deposit Amount \$ _____
Deposit To Final Bill \$ _____	Deposit Refund \$ _____
Refund Check Number: _____	Refund Check Date: _____

Name \_\_\_\_\_ Account Number: \_\_\_\_\_  
Current Address: \_\_\_\_\_ Date Moving Out: \_\_\_\_\_  
Forwarding Address: \_\_\_\_\_  
Phone Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_  
Email: \_\_\_\_\_

Your water meter will be read by the city on your last day at the residence. Your 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.

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

- Sold: Closing Date: \_\_\_\_\_ New Owner (name & phone) \_\_\_\_\_  
\_\_\_\_\_
- Rented: Renter's name and contact information: \_\_\_\_\_  
\_\_\_\_\_
- Other: \_\_\_\_\_

**RENTERS:**

Landlord's Name & Contact Information: \_\_\_\_\_  
\_\_\_\_\_