



**UTILITY BILLING DISCONTINUANCE OF SERVICE FORM**

City of Grass Valley Public Works Department  
125 E Main Street, Grass Valley, CA 95945  
Phone: (866) 306-4009  
Fax: (623) 518-4100



Service Address: \_\_\_\_\_ Customer/Account #: \_\_\_\_\_  
Owner Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

**Reason for Discontinuance:**

*(Please select and complete the most applicable section.)*

**This property has been sold and I am no longer responsible for service.**

Escrow Close Date: \_\_\_\_\_

Title Company Name: \_\_\_\_\_

*For verification purposes, both the escrow close date and the title company name must be provided in order to stop service in the current owner's name. Incomplete forms will not be processed.*

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This property will be vacant for a period of time and I wish to stop service.**

Requested Discontinue Date: \_\_\_\_\_

*Requested date cannot be made retroactive and must provide a minimum of one business days' notice. Please note that it is unlawful to voluntarily shut water off on a building that is occupied.*

I, (please print name) \_\_\_\_\_, the legal owner (or authorized agent) of the property to be discontinued do hereby order in writing, the discontinuance of water for the location listed above by method of locking off the water meter as of the date requested above or the date this completed and signed form is returned to the City of Grass Valley, whichever is later. I understand that there will be a \$23.00 shut-off fee added to my account for this service as well as a future turn on fee of \$23.00. I also understand that all charges for water and sewer prior to that date are charges for which I am liable. If any water and sewer bill for this address is not paid, the service may be discontinued with penalties added, a lien may be placed against the property or other legal steps as necessary will be taken.

Please be advised that it is unlawful for any person except authorized City employees to turn water off or on at the City meter. Tampering with City equipment will result in fees being applied to the property water bill and non-payment of these fees will result in the service being disconnected. Personnel are available to turn the water back on Monday-Friday from 8am to 4pm with 24 hour notice. Please plan accordingly.

*I state under penalty of perjury that I have read and understand all information herein and that this discontinuance is voluntary. I also contend that there is not a tenant occupying said residence and that the house will be vacant on the date I have requested to discontinue service.*

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_