**RESIDENT MOVING OUT**

 **GARRISON UTILITY BILLING ACCOUNT INFORMATION**

Name on Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address moving from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Moving Out: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forwarding Address (for final bill):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone during & after move: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please give a one week notice for your final water meter reading. Call or stop into the City Clerk’s office (319) 477-5811 or 201 E Pine St.

***For office use only:***

*Meter No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meter reading: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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

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

Utility Deposit: If a homeowner has sold their home, their deposit, **if any**, can be applied to their final bill and the remaining balance, if any, will be mailed to the forwarding address. If there is a balance due, the final bill will be mailed to the forwarding address. If a homeowner has not sold their home, the deposit will stay with the address until the home is no longer in the owner’s name.

**RENTERS:**

Utility Deposit: $200.00. Renters’ deposits are held until you move out. The utility deposit will be applied to your account when your final fill 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.

***For Office Use Only:***

Acct #\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received: \_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Final Meter Reading; \_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deposits: Deposit on File: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Deposit Amount applied to final bill: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

ACH Accounts: Date of final withdrawal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date removed from ACH listing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_