**City of Garrison Temporary Utility Service Change Request**

If you plan to be away from your home or business for an extended period of time, please call or stop by the city clerk’s office to discuss your City of Garrison utility service and billing options.

Contact the City Clerk by phone (319) 477-5811. After-hours, call (319) 477-5811 and leave a message. Or email: gtownclerk@outlook.com

Whether you leave water service on or have it shut off, please remember that you are responsible to ensure all systems in your home are adequately protected from damage that could occur during your extended absence. If you are not sure how to properly secure your furnace, plumbing, water heater, water softener or any other appliance; please seek the advice of a professional.

The City of Garrison accepts no financial responsibility for damages and will not forgive large water and sewer service bills resulting from water leakage or unauthorized usage, etc. during your absence.

* **Please choose the Option that best suits your needs.**
* **If no Option is checked, the City will apply OPTION TWO to your account.**
* **You will be billed for utility services received in the month before you leave/have shut off; please make arrangements to pay your bill.**

**PLEASE CHECK OPTION ONE or OPTION TWO.**

**\*INACTIVE ACCOUNT STATUS:**

**NO monthly bills and NO monthly meter readings,** except you will receive a bill for the utility services received in the month before you leave; our billings are for the previous month’s usage and services.

* Disadvantage: Leaks and unauthorized usage may not be apparent without monthly meter readings.

**□** **OPTION ONE—WATER SHUT OFF AT THE STREET** \*INACTIVE ACCOUNT STATUS

No monthly bills and no monthly meter readings. No water service is available. You must make an appointment for the City to turn water back on at the street. **There is a $100 reconnect fee.** **Please arrange to have someone present when water is turned back on.**

Date to turn Water Off Date to turn Water On

**\*\*ACTIVE ACCOUNT STATUS:Regular monthly billing & meter readings each month.**

* Advantage: Leaks and unauthorized usage may be detected with monthly meter readings.

**□** **OPTION TWO—KEEP WATER ON AT THE STREET, GARBAGE INACTIVE** **\*\***ACTIVE ACCOUNT STATUS

Regular bills must be paid as usual each month. Monthly meter readings continue. Normal water and sewer service is available for use, but garbage service is suspended. Your account is not charged the monthly garbage fee. (Garbage will be billed for the previous month and any partial months of service.)

Name (Please Print) Account

Address

Mailing Address during your absence

Phone(s) \_\_\_\_\_\_\_\_\_\_\_\_ Email Reason for Request \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact

Date Leaving Date Returning (Account status will be made ACTIVE)

***I understand and accept the provisions of OPTION which I have chosen on this form.***

**Signature**   **Date**

(Signature is required to process your request)