City of Poulsbo

Utility Services Temporary Suspension Request

200 Moe Street♦Poulsbo, WA♦98370-7347
(360) 394-9724♦cashierfunds@cityofpoulsbo.com

Finance Department

Today's Date _____ Account # _____

Property Owner's Name _____

Street Address of Property _____

Date of Suspension _____ Fee Posted to Acct _____ Receipt # _____

Garbage Size_____ gal *IF 64/32 gal: Lock in Garage*_____ *or Leave out for Pick Up*_____

Property Owner

I, the undersigned, being the owner or manager of the referenced property, am notifying the City of Poulsbo that the property will be vacant for a period of time. I am requesting the services indicated below be temporarily suspended. If water is to be turned off, I am paying the $20.00 water turn off/on fee at this time. I also understand that during this temporary suspension, I will be billed for Storm Drain service. It will be my responsibility to contact this office when services are to be reinstated. The owner or his/her representative will need to be present in the house/building when service is reinstated in case there are any broken pipes or leaks.

Irrigation systems will not be billed once there is zero consumption.

_____ _____ _____

Owner's signature | Daytime phone | Date

Forwarding Address if any _____

Services Suspended: ☐Water ☐Sewer ☐Garbage
(Check all that apply)

Turn Off Work Order # _____ Printed to PW Date: _____

Read @ Turn Off _____ Adjustment Needed : Yes _____ No _____

Finance Department-Reinstatement

Effective Date & Time for reinstatement: _____ Contact Name & Phone # _____

Work Order # _____ Printed to PW Date: _____

Public Works-unlock

Date meter unlocked _____ Present read _____ Initials _____