



City of Poulsbo

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SUSPENSION REQUEST FOR SERVICES

Application Fee: \$20.00

Who Completes this Application?

Property Owners and/or Authorized Persons who wish to temporarily suspend City of Poulsbo Utility Services (Water, Sewer & Garbage)

What is the Timing on this Suspension Request?

For Suspension of Service, this form should be submitted at least 1 business day prior to requested suspension date

For Re-Activation of Service, the City should be contacted at least 1 business day prior to requested re-activation date

What are the Requirements for Suspension Request Submission?

The application fee is to be paid at time of the Suspension Request (Fee may be charged to account upon request)

What are the Requirements for Re-Activation of Services?

The City requires the Property Owner or his/her representative to be present in the house/building at the time service is reinstated

Important Notes Regarding Suspension:

- The \$20.00 Application Fee covers both the suspension and reactivation of services
- Suspension of services is only available for Water, Sewer & Garbage
- Suspension means that water will be turned-off and not accessible for duration of suspension
- Charges for Storm Drain cannot be suspended and will continue to be assessed
- Irrigation accounts suspended will not be billed once there is zero consumption
- City-issued garbage cans need to be in a locked location (garage) for duration of suspension
- The owner (or their representative) must be present at the time service is reinstated

Today's Date: _____ Utility Account Number: _____

Property Address: _____

Requestor's Name: _____

Contact Phone: _____ Contact E-mail: _____

Date of Suspension: _____

Choose One: **Post the Application Fee directly to my Utility Account**
Payment of the Application Fee has already been made (on-line, front counter, check enclosed)

Forwarding Address: _____
(If applicable) _____

For City Use Only:

<i>SUSPENSION</i>	<i>Receipt #</i> _____	<i>Date of Receipt:</i> _____
	<i>Turn Off Work Order #</i> _____	<i>Date Printed to PW</i> _____
	<i>Meter Read at Turn Off</i> _____	<i>Consumption Date</i> _____

<i>REACTIVATE SCHEDULE</i>	<i>Effective Date & Time</i> _____	
	<i>Contact Name & Phone #</i> _____	
	<i>Turn On Work Order #</i> _____	<i>Date Printed to PW</i> _____

<i>REACTIVATION</i>	<i>Date Meter Unlocked</i> _____	<i>Meter Read at Turn On</i> _____
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