



Utility Service Disconnection Form

Instructions

The Town of Christiansburg requires all persons or entities having water service and solid waste service in their name to provide written instructions for disconnection of service. The account holder is responsible for authorizing disconnection and is the only person authorized to sign this form. **NOTE: No connects/disconnects on a weekend or holiday or after 3pm.**

Today's Date _____	Disconnection Date _____	Select one of the following:	
Utility Customer Name _____		Has the property been sold? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Account Number _____		If yes, date sold? _____	
Disconnection Address _____			
City _____	State _____	Zip _____	
Forwarding Mailing Address _____			
City _____	State _____	Zip _____	
Phone _____			

Please list the names of other adults in your household who will be moving to your new address.

Place of Employment _____		
Employer/Supervisor Name _____	Phone _____	
Employer Address _____		
City _____	State _____	Zip _____

This information will be used to update your personal property tax records as well.

Please update your address with the DMV within 30 days of your move.

Please also contact Montgomery County at 540-382-5710 to update your address with them for tax purposes.

I understand that as account holder, owner or occupant of the premises I am responsible for the utility charges of the above account until the time of disconnection.

Utility Customer Signature _____

_____/_____/_____
Date

Cashier Signature _____

_____/_____/_____
Date

OFFICE USE ONLY		
Deposit:	<input type="checkbox"/> Apply	<input type="checkbox"/> Do Not Apply