



## 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 \_\_\_\_/\_\_\_\_/\_\_\_\_

Utility Customer Name \_\_\_\_\_

Account Number \_\_\_\_\_

**Select one of the following:**

Has the property been sold?  Yes  No

If yes, date sold? \_\_\_\_/\_\_\_\_/\_\_\_\_

Disconnection Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Forwarding Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

If you are already signed up for auto pay, would you like the final bill processed this way?  Yes  No

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:  Apply

Do Not Apply