



Utility Service Transfer 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 transfer of service. The account holder is responsible for authorizing the transfer and is the only person authorized to sign this form. **NOTE: No connects/disconnects on a weekend or holiday or after 3pm.**

A \$10 connection fee will be applied to your first bill.

Date _____/_____/_____

Utility Customer Name _____

Account Number _____

Disconnection Address _____

City _____ State _____ Zip _____

Disconnection Date for the Location Above _____/_____/_____

Select one of the following:

Has the property been sold? Yes No

If yes, date sold? _____/_____/_____

Connection Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Connection Date for the Location Above _____/_____/_____

If you are already signed up for auto pay, would you like to add that for this service location? Yes No

Would you like solid waste collection services at the new address? Yes No

Do you own or rent at the new address? Own Rent

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

Note: You will have a new account number for your new address. If you pay online or through your bank's bill-pay option, please update your utility account number.

New Account Number _____

OFFICE USE ONLY

Lease/rental agreement has been provided and verified:

 Cashier Signature