

PORTAGE UTILITIES

115 W PLEASANT ST
PORTAGE, WI 53901
PHONE: (608) 742-4727
FAX: (608) 742-0448

Request to End Utility Service

THIS FORM IS TO BE COMPLETED WHEN A TENANT IS REQUESTING TO END SERVICE AT THEIR CURRENT SERVICE ADDRESS. A FINAL METER READING WILL BE DONE, AND THE FINAL BILL WILL BE SENT TO THE PROVIDED FORWARDING ADDRESS BELOW.

THERE IS A \$20.00 SPECIAL BILLING FEE WHEN A FINAL BILL IS REQUESTED TO CLOSE AN ACCOUNT.

TENANTS PLEASE NOTE: THE LANDLORD WILL BE SENT A COPY OF THIS REQUEST.

TENANT INFORMATION

*NAME:			*ACCOUNT NUMBER	
*SERVICE ADDRESS:	UNIT	*CITY	*STATE	*ZIP
*FORWARDING ADDRESS:	UNIT	*CITY	*STATE	*ZIP
CURRENT PHONE NUMBER:				
*DATE SERVICE IS TO END: <i>24 hour notice needed</i>				

LANDLORD INFORMATION

LANDLORD/OWNER PLEASE CHECK THIS BOX IF THE BILLING RESPONSIBILITY SHOULD BE PUT BACK IN YOUR NAME:

*NAME:	
*LANDLORD MAILING ADDRESS:	
*PHONE NUMBER:	
*TENANT OR LANDLORD SIGNATURE	*DATE

OFFICE USE ONLY

DATE RECEIVED:
BY:
LANDLORD SENT COPY:

RETURN THIS FORM BY FAX AT (608) 742-0448, MAIL TO 115 W PLEASANT ST. PORTAGE, WI 53901, OR IN PERSON AT OUR OFFICE AT 115 W PLEASANT ST., PORTAGE, WI