CITY OF REEDS SPRING

PO Box 171 Reeds Spring MO 65737
417-272-3309 www.reedsspring.org

REQUEST FOR TEMPORARY SUSPENSION OF WATER/SEWER SERVICES

Temporary Suspension: Suspension of a water/sewer account, which may be used for properties that are not occupied year-round or other reasons, will not be billed during those months the account is suspended. A request for suspension of a water/sewer account must be made in writing and submitted to the Utility Clerk or the City Clerk. The water will then be shut off within five (5) days. Winterization of the property is the responsibility of the water/sewer customer. Reconnection fee of forty-five dollars ($45.00) applies and will be reconnected on or before the requested date. Additional details provided in UTILITY AGREEMENT RULES & REGULATIONS.

Today's Date: _____

Date Suspension to begin: _____ Date Suspension to end: _____

Customer Name: _____ Account #: _____

Account Address: _____

_____ _____
Customer Signature Customer Printed Name

FOR INTERNAL USE ONLY BELOW THIS LINE

Request accepted by: _____ Recorded by: _____
Clerk Initials Clerk Initials

Water shut off by: _____ Date: _____ Reading: _____
City Employee Signature

Reconnection Fee Received: _____ Date: _____ Amount: _____
Clerk Initials

Paid by: Cash _____ Check # _____ Cr Card: _____

Water turned on by: _____ Date: _____ Reading: _____
City Employee Signature

Reading differential more than 100 gal? **Y** ☐ **N** ☐ If yes, regular billing for the preceding month.