



City of Portola
Utility Billing Department
35 Third Ave
Portola, CA 96122
530-832-6803
FAX: 530-832-5418

Utility Services Termination Request Form

Owner occupied Tenant occupied Vacant

_____ **Effective date of service**

(Service may only be terminated for a period of 60 days or more)

Service Address: _____

Property Owner: _____

Mailing Address: _____

(For final billing please provide a forwarding address if applicable)

Home Phone: _____ Alternate Phone: _____

E-mail: _____

Reason for service termination: Sale/Transfer of property Temporary Termination by Property Owner*

* Upon termination the property owner will continue to receive billing for the water and sewer monthly service availability charges

Sale or Transfer of Property: please provide the name of person receiving the property or the Real Estate agent/Title Company handling the transfer:

Completion of this form will result in the water being turned off and locked at the property. The owner of the property will continue to be billed for the monthly service availability charge until a time that the City receives an application and agreement for utility service. Final billing will be sent to the address shown above

Property Owner signature

Date

Office Only

Meter Number _____ Reading _____

Initials _____ Date _____ Comments/Location notes _____

Read only _____ Turn water on & read _____ Turn water off, Lock & Read _____