

PORT CLINTON WATER WORKS



**1868 East Perry Street
Port Clinton, OH 43452**

**Phone 419-734-5522
Fax 419-734-5278**

DISCONTINUATION OF SERVICE AND BILLING

Account Number: _____

Service Address: _____

Legal Property Owner: _____

To discontinue billing, the city must verify that there was zero (0) consumption registered through the water meter for a minimum of twelve (12) consecutive months. The account balance must be paid in full in addition to a turn off fee (if not already paid).

The meter will remain in place and read monthly. If unauthorized usage is discovered, billing will be re-activated and a fee of two hundred dollars (\$200.00) will be charged for the "unauthorized use of service". Any and all water used in addition to a turn off fee will be billed in the next billing cycle.

Monthly billing will resume until there is zero (0) consumption registered through the water meter for a minimum of twelve (12) consecutive months and the account balance is paid in full.

Date: _____ Signed: _____

Print Name: _____

FOR OFFICE USE ONLY - VERIFICATION OF NO USAGE FOR 12 MONTHS

Turn Off Date: _____ Meter Reading: _____

Final Date: _____ Meter Reading: _____