



CEDAR RAPIDS

City of Five Seasons

CHANGE OF ACCOUNT/ "DO NOT REMOVE"

PLEASE PLACE A "DO NOT REMOVE" notation on the following accounts(s). Please list each service address separately.

I understand that when a tenant asks the Water Utility to disconnect his service, the account will automatically be placed in my name and a service charge will be applied to the first bill. The account will then be MY responsibility until a new party signs for service or until I arrange to have the service disconnected.

IN THE EVENT A TENANT'S SERVICE IS TERMINATED FOR NON-PAYMENT, THE ACCOUNT WILL NOT AUTOMATICALLY BE PLACED IN MY NAME. I also understand that I will NOT be notified when a tenant's service is disconnected for non-payment or even in the event their account gets finalized for non-payment.

The "Do Not Remove" may be discontinued without notice, if payments are delinquent on service provided in my name, at the discretion of the Water Utility.

WHEN the property is sold or I CHOOSE to have "Do Not Remove" taken off an account, I WILL BE RESPONSIBLE FOR NOTIFYING THE WATER UTILITY PROMPTLY. I WILL NOT HOLD THE WATER UTILITY RESPONSIBLE FOR SERVICE BEING PUT BACK IN MY NAME ON A PROPERTY THAT HAS BEEN PREVIOUSLY SOLD AND I DID NOT REMOVE THE "DO NOT REMOVE" NOTATION.

If the property is in MY name when sold, I will arrange to have the service discontinued or see that the new party signs for service.

The Water Utility needs to be notified off ALL mailing address or phone number changes in order to ensure correct billing.

YOUR ACCOUNT INFORMATION:

PLEASE LIST PROPERTY ADDRESSES BELOW:

NAME TO BE PLACED ON THE ACCOUNT

(1) _____

SIGNATURE OF RESPONSIBLE PARTY

(2) _____

SOCIAL SECURITY or TIN # (REQUIRED)

(3) _____

MAILING ADDRESS

(4) _____

CITY, STATE, AND ZIP

(5) _____

PHONE CONTACTS (WORK, CELL, & HOME)

(6) _____

(attach additional pages for additional addresses)

VALID ONLY UPON RECEIPT

Mail:

Cedar Rapids Municipal Utilities
1111 Shaver Rd NE
Cedar Rapids, IA 52402

Fax:

888-829-9821

e-mail:

watermail@cedar-rapids.org