



Water Turn Off/On Form - WINTER/VACANT

Use this form if you are turning the water off because you will be away for the winter or if the home is vacant - if you are moving & need to terminate billing, do termination form.

Today's Date _____ Account Number (if known): _____

Name on Account: _____

Service Address: _____

WATER OFF – MUST provide at least 1 business day notice

Will someone be there at turn off? Yes / No (Note: we can't guarantee your water is off if no one is there to check inside the home)

Day/date to turn water off: _____ Time to meet (choose EXACT time between 7:30-11:30 or 1-2:30) _____

Contact name & phone number on date of water turn off: _____

Would you like your final bill forwarded? Yes / No (note: we do have autopay if you want to sign up or pay online)

If yes – what is your forwarding address **or EMAIL if you want paperless billing:**

Comments/Special Instructions: _____

By signing below, you acknowledge that **The City of Baxter highly recommends that someone be present when water service is turned on or off.** If you decide to have your water turned on or off while no one is present, the City of Baxter is not responsible for any damage to your home. **In addition, you understand that you are responsible to pay the monthly amount for base fees each month you are away,** even though your water service is turned off. If you are a landlord, you certify that the home is unoccupied. **When you request water turned back ON, you MUST provide at least 1 business day notice to (218) 454-5121.**

SIGNATURE:

OFFICE use: water ON

Date & time to turn water ON: _____ Will you be present at turn on? Yes / No

Contact name & phone number for turn on: _____

OFFICE Use Only: Water OFF

- Notice given to PW Department on SOT# _____ \$20 Turn Off Fee
- Date _____ Given by _____
- Change alternate address if forwarding bill Comment

OFFICE Use Only: Water ON

- Notice given to PW Department on SOT# _____ \$20 Turn On Fee
- Date _____ Given by _____
- Remove alternate address if forwarding bill Comment