



# REQUEST FOR DISCONNECTION OF WATER SERVICE

**\*\*FIELDS IN RED ARE REQUIRED\*\***

We are unable to backdate service disconnect dates. Requests must be received by noon for same-day service disconnections. Please note, if our office is closed due to a holiday, all service disconnections will be completed by the next business day.

## ACCOUNT INFORMATION

Account Number: \_\_\_\_\_

Service Address: \_\_\_\_\_ Requested Disconnect Date: \_\_\_\_\_

Name(s) on Account: \_\_\_\_\_

Disconnect Requested By (Requestor's Name): \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Forwarding Address for Final Bill and/or Refund Check (Open deposits on the account will be applied to the final bill):

Are you moving to a different Oakley residence?  Yes  No

If yes, please list the new service address (Any open deposit will be transferred to the new service address):

## PROPERTY OWNERS/LANDLORDS

Please select one:

Property Sold - Escrow Close Date: \_\_\_\_\_

OR

Property Rented – Start Date of Rental Agreement: \_\_\_\_\_

Tenant(s) Name: \_\_\_\_\_ Tenant's Contact #: \_\_\_\_\_

**Authorization to Disconnect Water Service:** This request will be processed, and the water meter will be read within one (1) business day of the requested close date (Monday through Friday; non-holidays). Any open deposit on the account will be applied to the final bill. If you are transferring service to another residence within our service area, any open deposits will be transferred to the new service address. Diablo Water District reserves the right to request copies of escrow closing documents, or rental agreements, before processing any requests for change of water service.

**Release of Liability:** I request that Diablo Water District turn off the water at the above service address regardless of anyone being at the premises. I realize that if all water-using appliances are not completely closed, or if there are any leaks, the premises may suffer water damage. I hereby accept full responsibility for any such damage and agree to hold Diablo Water District harmless if any damage should occur.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Please return this form:

- By email: [customers@diablowater.gov](mailto:customers@diablowater.gov)
- In-person at our District Office: 87 Carol Lane, Oakley, CA
- By mail: PO Box 127, Oakley, CA 94561