



City of Rio Vista

1 Main St.

Rio Vista, CA 94571

(707) 374-2176, Fax (707) 375-2560

Form can be found on City Web Page: www.ci.rio-vista.ca.us

Temporary Discontinuance of Service Order

Customer Name and Property Address:			
Name:		Account Number:	
Address:		Telephone #:	
City/State:		Alt. Telephone #:	

Date of Disconnect: _____

Resolution #88-31 – Allowing Temporary Suspension of Utility Bills for Vacancies (passed 2/18/88)

Any consumer unit desiring to be relieved of utility billing for a temporary period of vacancy under City Code Section 25-14(1) shall request a discontinuance of service in writing on a Finance Department form approved by the City Manager and signed by the owner of the unit.

Upon receipt of the authorized discontinuance form, the service shall be scheduled for discontinuance on the date specified for vacancy by shut off and locking of the service valve.

Where there is no shut off service valve controlling the proposed vacant unit separate from any other unit, discontinuance for suspension of billing shall not be granted until appropriate shut off is installed by owner as described in City Code Section 25-13.

Temporary vacancy billing suspension discontinuance orders made under Code Section 25-14(1) which are to be renewed (restored) under Code Section 25-14(2) shall be accompanied with \$ 25.00 as the charge described for reconnecting in Section 25-8 and referred to in Section 25-14(2).

Discontinuance orders for temporary vacancy billing suspension shall state that City is not responsible for any damage or plumbing problems resulting from either the shut off or restoration of service under the Temporary Discontinuance of Service Order.

I have read and understand the Resolution excerpts listed above. I am requesting the utilities to be temporarily discontinued at the above listed address as of the date requested above. I understand that it is my responsibility to contact the City of Rio Vista to have services restored and that there is a \$25.00 charge for this service.

Signature: _____ Date: _____

Office Use Only:

Date Entered: _____ **Initial:** _____

Disconnected: _____ **Reconnected:** _____