

CITY OF KEOTA
RESIDENT MOVING OUT
UTILITY BILLING ACCOUNT INFORMATION

Name: _____ **Account Number:** _____
Current Address: _____ **Date Moving Out:** _____
Forwarding Address: _____
Phone during & after move: Home: _____ Cell: _____
Email: _____

HOMEOWNERS Please provide information about the status of the property:

- Sold:** Closing date _____ New Owner (name & phone) _____
- Rented:** Renter's name and contact information _____
- Other:** _____

Your final bill will be mailed to your forwarding address.

Utility Deposit: \$100.00 of the Homeowners' deposits are refunded after one year of consecutive on-time payments. If your deposit was not previously refunded or there is still \$100.00 on the account, it will be applied to your account when your final bill is issued. If there is a credit on your account after the deposit is applied, a check will be mailed to your forwarding address.

RENTERS:

Utility Deposit: Renters' deposits are held until you move out.

The utility deposit will be applied to your account when your final bill is issued. We will mail your final bill to your forwarding address. If there is a credit on your account after the deposit is applied, a check will be mailed to your forwarding address.

Landlord's Name & Contact Information _____

FOR OFFICE USE ONLY:

ACCOUNT NUMBER: _____ **DATE RECEIVED:** _____

METER READINGS: Date Final Meter Reading(s) received: _____ Date Entered: _____

DEPOSITS: Deposit on file: \$ _____ Deposit amount applied to final bill: \$ _____

Deposit refund: \$ _____ Refund Check # _____ Refund Check Date: _____

ACH ACCOUNTS

Date of final ACH withdrawal: _____ Date removed from ACH listing: _____