

# City of Keota

## Temporary Utility Service Change Request

If you plan to be away from your home or business for an extended period of time, please call or stop by the city clerk's office to discuss your City of Keota utility service and billing options.

Contact the City Clerk by phone 641-636-2266. Email: keotacityhall@cloudburst9.net

Whether you leave water service on or have it shut off, please remember that you are responsible to ensure all systems in your home are adequately protected from damage that could occur during your extended absence. If you are not sure how to properly secure your furnace, plumbing, water heater, water softener or any other appliance; please seek the advice of a professional.

The City of Keota accepts no financial responsibility for damages, and will not forgive large water and sewer service bills resulting from water leakage or unauthorized usage, etc. during your absence.

- **Please choose the Option that best suits your needs.**
- **If no Option is checked, the City will apply OPTION THREE to your account.**
- **You will be billed for utility services received in the month before you leave; please make arrangements to pay your bill if you are not signed up for ACH automatic payments.**

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**\*INACTIVE ACCOUNT STATUS: PLEASE CHECK OPTION ONE or OPTION TWO.**

**NO monthly bills and NO monthly meter readings**, except you will receive a bill for the utility services received in the month before you leave; our billings are for the previous month's usage and services.

- Disadvantage: Leaks and unauthorized usage may not be apparent without monthly meter readings.

**OPTION ONE—WATER SHUT OFF AT THE STREET \*INACTIVE ACCOUNT STATUS**

No monthly bills and no monthly meter readings. No water service is available. You must make an appointment for the City to turn water back on at the street. **Please arrange to have someone present when water is turned back on.** Date to turn Water Off \_\_\_\_\_ Date to turn Water On \_\_\_\_\_

**OPTION TWO—KEEP WATER ON AT THE STREET \*INACTIVE ACCOUNT STATUS**

No monthly bills and no monthly meter readings. Water and sewer service is available for use.

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**\*\*ACTIVE ACCOUNT STATUS: Regular monthly billing & meter readings each month.**

- Advantage: Leaks and unauthorized usage may be detected with monthly meter readings.

**OPTION THREE—KEEP WATER ON AT THE STREET, GARBAGE INACTIVE \*\*ACTIVE ACCOUNT STATUS**

Regular bills must be paid as usual each month. Monthly meter readings continue. Normal water and sewer service is available for use, but garbage service is suspended. Your account is not charged the monthly garbage fee. (Garbage will be billed for the previous month and any partial months of service.)

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Name (Please Print) \_\_\_\_\_ Account \_\_\_\_\_

Address \_\_\_\_\_

Mailing Address during your absence \_\_\_\_\_

Telephone \_\_\_\_\_ Cell Phone(s) \_\_\_\_\_

Email \_\_\_\_\_ Reason for Request \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Date Leaving \_\_\_\_\_ Date Returning (Account status will be made ACTIVE) \_\_\_\_\_

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***I understand and accept the provisions of OPTION \_\_\_\_\_ which I have chosen on this form.***

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

(Signature is required to process your request)