



CONCORD PUBLIC WORKS, WATER AND SEWER DIVISION

135 Keyes Road, Concord, MA 01742 Phone (978) 318-3250 Fax (978) 318-3204

APPLICATION FOR TERMINATION OF SERVICE

APPLICATION PROCEDURE

Please read the following:

1. A written application, **signed by the property owner**, must be submitted to Water and Sewer Division a minimum of two days in advance of the requested termination and final meter reading.
2. Submittal of a signed application will result in shutting off the service and termination of the billing account including assessment of a \$50 shut-off fee along with the final billing for usage.
3. ***A service can only be re-established with the submittal of a request for a new service which includes applicable submittals, reviews, fees and inspections.***
4. All information requested below must be complete.

Service Location _____

Reason for Requesting Termination of Service _____

Date Requested for Termination of Service _____

Property Owner:

Owner Representative:

Name _____

Name _____

Address _____

Address _____

Day time phone # _____

Day time phone # _____

AGREEMENT

The undersigned hereby certifies under penalty of perjury that **no one will continue to live in the building past the date when termination of service is requested**, and that he/she has read and examined this application and that the information provided accurately represents the statements made in this application. The undersigned hereby agrees to conform to all rules and regulations established by the Public Works Commission.

Signature (Owner) _____ **Date** _____

For Official Use Only

Meter Number: _____ Account Number: _____

ERT Number: _____ Final Meter Reading: (ISR) _____

Date: _____ Turn off fee - \$ 50.00