



## MISCELLANEOUS FORM WATER/SEWER UTILITIES - LANDLORDS

**IMPORTANT:** All orders for disconnect must be received by Customer Billing Services two business days prior to the requested service date.

(PLEASE PRINT)

**LANDLORD'S NAME:** \_\_\_\_\_

**REQUESTED SERVICE DATE:** \_\_\_\_\_

**UTILITY ACCOUNT NUMBER:** \_\_\_\_\_

**SERVICE ADDRESS:** \_\_\_\_\_

### REQUESTED SERVICE (CHECK ONE)

- ☐ Landlord turn on   ☐ Landlord turn off   ☐ Red tag (3-day notice)   ☐ Leave water on between tenants  
**\$20.00 Fee                      \$20.00 Fee**

**\*\*When the tenant submits an "Advance Order for Disconnection," a final reading of the meter will be completed and the water will be turned-off.**

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**If property is being rented, please submit a lease along with this order:**

**NAME OF TENANT(S):** \_\_\_\_\_

**DATE OF MOVE-IN OR MOVE-OUT** \_\_\_\_\_

**Landlord Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

P.O. BOX 150006 · CAPE CORAL, FL 33915-0006 · TELEPHONE (239) 574-7722 · FAX (239) 242-3898