



UTILITY SERVICE CLOSURE REQUEST

WATER & SEWER SERVICE - CITY OF GUADALUPE

Use this form to close an existing City utility account and provide a forwarding address for the final bill.

Name _____ Phone () _____

Service Address _____ Customer ID# _____

Requested Close Date _____ Account Type ☐ Residential ☐ Commercial

Forwarding Address

Address _____

City _____ State _____ Zip _____

Email _____ Preferred final-bill contact ☐ Mail ☐ Email

Reason for closing (optional): ☐ Moving ☐ Sale ☐ Vacancy ☐ Other _____

I am aware that at the time I request service to be closed, the City of Guadalupe may not yet have taken the final meter reading. I remain responsible for all utility charges through the effective closing date and for the final closing bill. The final bill, any deposit credit or refund, and any unpaid balance will be processed according to the City Municipal Code, current Master Fee Schedule, City policies, and applicable law. I understand that providing a complete forwarding address helps ensure delivery of the final bill or refund.

Signature _____ Date _____

For office use only - Close Account:

Close Date	_____	Closing Read	_____	Work Order#	_____
Final Bill Date	_____	Final Balance	_____	Staff Date	_____