

# REQUEST FOR WATER SERVICE SHUT OFF

Oakland County Water Resources Commissioner, 2636 Dixie Highway, Waterford, MI 48328

Phone: 248/858-1110, Fax: 248/858-8162

## PROPERTY SERVICE

ADDRESS: \_\_\_\_\_

CITY, VILLAGE, OR TOWNSHIP: \_\_\_\_\_

CURRENT OCCUPANT NAME: \_\_\_\_\_

DATE OF VACANCY: \_\_\_\_\_

DATE: \_\_\_\_\_

ACCOUNT #: \_\_\_\_\_

PHONE: \_\_\_\_\_

(Proof of Vacancy Required)

## PROPERTY OWNER'S INFORMATION

Copy of Photo ID Required to Verify Ownership (Ownership will be verified with Oakland County Property Gateway)

Owner's Name (please print) \_\_\_\_\_

Phone \_\_\_\_\_

E-mail address (optional) \_\_\_\_\_

Mailing Address For Copy of Bill (required) \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

### Property Management Company Request on Behalf of Owner

**NOTE: If a property management company is making a request for water service shut off on behalf of an owner, written verification of the property management company's authority to authorize water service shut off must be provided with this form.**

Property Manager's Name (Please Print) \_\_\_\_\_

Phone number \_\_\_\_\_

E-mail address \_\_\_\_\_

I attest that I hold legal title as property owner and that the property is, or will be, vacant and unoccupied at the time water service to the property is shut off. I request that water service to the property (choose only one):

☐ Be immediately shut off and water service discontinued from the property until further notice for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

☐ Be shut off on the following date \_\_\_\_\_ due to temporary property vacancy and that water service be restored on the following date \_\_\_\_\_ when the property will be occupied.

**NOTICE OF WATER SERVICE SHUT OFF REQUEST WILL BE SENT TO ANY OCCUPANTS AT THE PROPERTY ADDRESS.**

## PAYMENT INFORMATION

A \$75 non-refundable fee is required to shut off and discontinue all water service. A \$75 non-refundable fee is required to restore water service after shut off. Payment in full is required before water service will be shut off or restored. Payments may be made online at oakgov.com/water or by phone at 248-858-1110. Cash payments are accepted at any PayNearMe location listed on our website. Check payments can be mailed to WRC, One Public Works Drive, Waterford, MI 48328 or delivered to the WRC drop box located at 2636 Dixie Highway, Waterford, MI 48328.

**Payment Amount:** \_\_\_\_\_ **Payment Method:** ☐ CASH ☐ CHECK ☐ CREDIT CARD

WRC USE ONLY: Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature \_\_\_\_\_

Date \_\_\_\_\_