



City of Vallejo • Commercial Services • 555 Santa Clara Street, Vallejo, CA 94590
Phone: (707) 648-4345 Fax: (707) 638-3520 vallejowaterbilling@cityofvallejo.net

REQUEST TO STOP WATER SERVICE

Every effort will be made to terminate services on your requested stop date; however, some orders may be held until the following business day. All requests received Will be processed the next business day, based on field staff availability. Service requests are not scheduled on Fridays, weekends, or holidays.

■ Date of the Request: ■ Account Number:
■ Date you want water service to stop in your name:
■ Address of the property you want to stop service at:

■ Name on Account: ■ SSN/CDL/Fed Tax ID:
■ Contact Name, if not on account: ■ Phone Number:
■ Forwarding Address (for Final Bill) Street:
City, State, Zip Code:
Customer Signature: Date:

ADDITIONAL REQUIRED INFORMATION:

For Tenants:

End Date of Rental Agreement: _____
Landlord's Name: _____
Landlord's Phone Number: _____

Important Notice:

The City of Vallejo reserves the right to request copies of Close of Escrow documents or Rental Lease Agreements before processing any requests for change of service. Notice of Trustee sale and/or other official sale/transfer documentation is required on all Foreclosed properties.

For Property Owners/Landlords:

☐ Property Sold:
Close of Escrow Date: _____
----- OR -----
☐ Property Rented:
Start Date of Rental Agreement: _____
Tenant Name(s): _____

Deposit Refunds and Final Billing:

Deposits that have not previously been refunded to the account will be applied during final billing. Any credit balance can be transferred to a new account in your name. Otherwise, any credit balance will be refunded to you in approximately six to eight weeks. Final bills will be generated and mailed approximately two to three weeks after your final read is taken. Final bills that remain unpaid after 45 days will be sent to a collection agency.

For Office Use Only:

Date Received: _____ Completed By: _____
Comments: _____

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