



Service Termination Request

Requester Name: \_\_\_\_\_

Requester Address: \_\_\_\_\_

Mailing Address: (If Different from Requester Address): \_\_\_\_\_

Property Owner: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Account: [ ] Residential [ ] Commercial [ ] Industrial [ ] Other (Specify): \_\_\_\_\_

Property Number: \_\_\_\_\_

Type of Termination: [ ] Temporary [ ] Ownership Transfer [ ] Permanent

Number of Units on the Property: \_\_\_\_\_. Are you residing in the property? [ ] Yes [ ] No

Are you renting this property or any units in this property to a third party or parties? [ ] Yes [ ] No

If so, provide the requested information on the attached List of Tenants (found on the reverse side of this form).

Date Service Required: \_\_\_\_\_

I, the undersigned, understand that the water service line is the property owner's responsibility, and that Capital Region Water or its Management Agent, is not responsible for leaks which may result from service termination.

If individuals or entities other than you, the undersigned, occupy the property (e.g., tenants) for which you are requesting water service termination, you must notify Capital Region Water at once, because Federal and/or State law may require notification to all such occupants of said property of the proposed termination of water service prior to actual termination.

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Date

A Fee of \$163.00 payable to "Capital Region Water" must accompany this Request.

Submit form and payment in-person or by mail to:

Capital Region Water
Customer Service Center
3003 North Front Street
Harrisburg, PA 17110

Capital Region Water Use Only

Inspection Date: \_\_\_\_\_ Inspector: \_\_\_\_\_

Main Size: \_\_\_\_\_ Meter Size: \_\_\_\_\_ Meter Number: \_\_\_\_\_

Tap Size: \_\_\_\_\_ Meter Make: \_\_\_\_\_ Meter Reading: \_\_\_\_\_

Type (Material) of Service: \_\_\_\_\_

Location of Service: \_\_\_\_\_

Curb Box to Grade: [ ] Yes [ ] No

Curb Box Accessible: [ ] Yes [ ] No

Valve on Curb Side of Meter: [ ] Yes [ ] No

Type: \_\_\_\_\_

Backflow Preventer Installed: [ ] Yes [ ] No



List of Tenants

Account Name:
Account Address:
Mailing Address:
Property Owner:
Contact Person: Phone:
Property Number:
Number of Units in Property:

1. The following is a complete list of all residential units, unoccupied or occupied, for which the undersigned requests the termination of water service, and if any such units are presently occupied by tenants, the names and addresses of such tenants:

Table with 3 columns: Unit No., Address, Names of Tenants, if occupied. Rows 1-10.

2. The undersigned hereby certifies that the above listed units are either unoccupied, or if occupied, the tenants occupying such units have consented in writing to the proposed termination of water service.

3. If the undersigned is unable to make the certification in paragraph 2 above, the undersigned acknowledges that the termination of water service will not occur until either (a) the above-named tenants have informed Capital Region Water orally, or preferably in writing, of their consent to the termination; or (ii) Capital Region Water notifies the tenants of the proposed termination and of their rights under the Commonwealth of Pennsylvania's Utility Service Tenants Rights Act.

4. The undersigned executes this Supplement to the Service Termination Request with full knowledge that ANY FALSE STATEMENTS MADE ARE PUNISHABLE CRIMINALLY.

Date: (Name) (Address)

Sworn to and subscribed before me this day of (Telephone)

\* THE UNDERSIGNED MUST HAVE THIS DOCUMENT NOTARIZED.

Notary Public

Submit form and payment in-person or by mail to:

Capital Region Water
Customer Service Center
3003 North Front Street
Harrisburg, PA 17110