



Service Disconnection 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 Disconnection: Water Sewer/Storm Both

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 disconnection.

Disconnection Instructions - Water: Disconnect service at the corporation stop at the water main.
Sewer: Disconnect lateral less than 3 feet from the sewer main.

If individuals or entities other than you, the undersigned, occupy the property (e.g., tenants) for which you are requesting water service disconnection, 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 disconnection of water service prior to actual disconnection. Failure to notify Capital Region Water of the presence of other occupants or tenants at the property, or to provide complete and accurate information concerning the identity of such occupants or tenants, will result in you having to indemnify, hold harmless and defend Capital Region Water and the City of Harrisburg against any and all claims, fees, expenses, losses, damages, liability and costs including, but not limited to, the cost of defense, arising out of or in any way connected with the disconnection of water services resulting from your failure to provide such notification and information.

Signature of Requester

Date

A Fee of \$55.00 per disconnection, 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: _____ Service Size: _____

Disconnected by: CRW Contractor: _____

Note: _____



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 disconnection 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 disconnection of water service.
3. If the undersigned is unable to make the certification in paragraph 2 above, the undersigned acknowledges that the disconnection 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 disconnection; or (ii) Capital Region Water notifies the tenants of the proposed disconnection and of their rights under the Commonwealth of Pennsylvania's Utility Service Tenants Rights Act.
4. The undersigned executes this Supplement to the Service Disconnection 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