



LANDLORD'S REQUEST FOR TEMPORARY COMMERCIAL UTILITY SERVICES

Today's Date: _____

Date Request for Service to be Turned On: _____

Landlord's Name: _____

Landlord's Phone Number: _____

Address requesting to be Turned On: _____

Billing Address: _____

Service(s) Requested to be Turned On*: (PLEASE CHECK)

Electricity

Natural Gas

Water (also includes sewer where applicable)

Landlord's Signature: _____ Date: _____

A *Landlord's Request for Temporary Utilities Services* form **must** be filled out and faxed to our office at 770-267-3698 to establish temporary utility services. Upon faxing the form, you **must** also call the City of Monroe ("City") at 770-267-3429 to request connection of utility services.

I understand and agree that the City will turn on the utilities at the above requested address during my absence. I also **understand and agree** that I **AM RESPONSIBLE FOR TURNING OFF THE VALVES AND SWITCHES TO ALL UTILITIES INSIDE AND OUTSIDE AT THE ABOVE ADDRESS**, including but not limited to, all gas appliances, all water faucets, clothes washer(s), and all electric power switches before utilities are turned on.

The City will not be responsible for any damage that may be caused as a result of my being absent or my failure to turn off any valves or switches.

I understand and agree that should there be the need for the City to make a second trip to connect services due to problem(s) on customer's side of the meter, I will be subject to a \$25.00 trip charge.

* All premises connected to any utility service of the City shall be assumed to be using such utility service and the owner or occupant shall be charged therefor so long as such premises remain connected with the utility service (as cited in Sec. 98-12 of the Monroe Code of Ordinances). All connected utility services will be billed for usage and/or the minimum charge as reflected in the currently in-force utility service rate schedules applicable for each metered utility service connected at the location, whether or not all utility services available at that location are actually activated.

Please Note: IT IS THE RESPONSIBILITY OF THE LANDLORD TO NOTIFY THE CITY TO DISCONNECT UTILITY SERVICES BY FAXING A WRITTEN DISCONNECTION REQUEST FORM TO 770-267-3698 AND BY CALLING OUR OFFICE AT 770-267-3429.

Please Note: ALL REQUESTS MUST BE MADE BY 2:00 P.M. MONDAY THROUGH FRIDAY IN ORDER FOR SERVICES TO BE CONNECTED OR DISCONNECTED ON SAME DAY.