



Updated Form effective May 9, 2014
Please make extra copies for your files.

LANDLORD'S REQUEST FOR DISCONNECTION OF TEMPORARY UTILITY SERVICES

Today's Date: _____

Date request for Services to be Cutoff: _____

Landlord's Name: _____

Landlord's Phone Number: _____

Landlord's Email Address: _____

Address requesting to be Cutoff: _____

Billing Address: _____

Landlord's Signature: _____

IT IS THE RESPONSIBILITY OF THE LANDLORD TO NOTIFY THE CITY OF MONROE TO DISCONNECT UTILITY SERVICES BY COMPLETING AND EMAILING A WRITTEN DISCONNECT REQUEST FORM TO CUSTOMERSERVICE@MONROEGA.GOV .

The City of Monroe will not be responsible for letting the Landlord know if new tenant(s) come in to put utilities in their name. If Landlord does not request a disconnect by completing and emailing a Disconnect Form to customerservice@monroega.gov to disconnect services, then he or she will be responsible for utility bill(s) until a written request has been received by the City of Monroe.

If you should have any questions, please contact 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.