CITY OF PISMO BEACH

Administrative Services Department
760 Mattie Road
Pismo Beach CA 93449
Ph: 805-773-4655 Fax: 805-773-7065
ub@pismobeach.org

REQUEST TO DISCONTINUE UTILITY SERVICE

Utility Account Number: _____

House/Building #: _____ **Street Name:** _____

Effective Date of Service Cancellation: _____

OWNERS:
Please use Close of Escrow Date or first date of signed Lease Agreement for effective date of cancellation of service. This date must be a future date and cannot be back dated for charges. Services cannot be cancelled unless property has been sold or current tenants put services into their name. A completed Request to Discontinue Utility Service Form must be received 24 hours prior to effective service cancellation.

TENANTS:
Please use last date of signed Lease Agreement or future date you will vacate the property if beyond the Lease Agreement period. The date cannot be back dated for charges. A completed Request to Discontinue Utility Service Form must be received 24 hours prior to effective service cancellation.

First & Last Name: _____

Final Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **E-mail:** _____

If filling out electronically please type your name in the signature field below.

Signature: _____ **Date:** _____

Deposit Information
If you have paid a deposit to the City of Pismo Beach, it will be returned to you after first applying it to your final bill. Any remaining deposit amount will be mailed to the Final Mailing Address given.

Automatic Payment Information
Final payments will not be taken automatically from a bank account. Please submit amount due to the Finance Department on or before the due date listed on the Closing Bill.