



City of Portola
Utility Billing Department
35 Third Ave
Portola, CA 96122
530-832-6803
FAX: 530-832-5418

Utility Services Termination Request Form

Effective date of Termination

Service Address: _____

Former Owner: _____

Mailing Address: _____
(For final billing please provide a forwarding address if applicable)

Home Phone: _____ Alternate Phone: _____

E-mail: _____

Reason for service termination: Sale/Transfer of property

Sale or Transfer of Property: please provide the name of person receiving the property or the Real Estate agent/Title Company handling the transfer:

Completion of this form will result in the water being turned off and locked at the property. You will be sent the bill for the monthly service availability charge until such time that the City receives an application and agreement for utility service from the new owner. Final billing will be sent to the address shown above.

You are not responsible for any bills after the close of escrow.

Property Seller / Previous Owner's Signature

Date

Office Only

Meter Number _____ Reading _____

Initials _____ Date _____

Read only

Turn water on & read

Turn water off, Lock & Read