RESIDENT MOVING OUT
UTILITY BILLING ACCOUNT INFORMATION

Name: ____ Today's Date: ____________________

Current Address: ____

Date moving out: ________________ Forwarding Address: ____________________________

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Contact information during/after move:

Home Phone: ______________ Cell Phone: ________________ Work Phone: ________________

Please read your water meter(s) on your last day at the residence. Call the city clerk's office at (319) 846-2204, or email the reading(s) to: fairfaxdepclerk@southslope.net

Meter Reading(s): Inside: ______________ Outside*: ____________ Date: __________

We need the meter reading(s) to calculate your final bill. ***Not all properties have an outside meter.***
Please let us know if you live in a building that doesn't allow access to your water meter.

HOMEOWNERS:

The home will be: Sold Rented Other (please circle one)

If Sold, please provide closing date)________________

If "Other", please provide a brief explanation ____

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Your final bill will be mailed to your forwarding address.

Utility Deposits: Homeowners' Deposits are typically refunded after one year of on-time payments. If your deposit was not previously refunded, it will be applied to your account when your final bill is issued.

RENTERS:

Utility Deposit: $90.00 per water meter. Renters' Deposits are held until you move out.

The Utility deposit will be applied to your account when your final bill is issued. We will mail the final bill to your forwarding address. If there is a credit on your account after the deposit is applied, a check will be mailed to your forwarding address.

Landlord's Name & Contact Information____

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FOR OFFICE USE

Account Numbers: Inside: ____________ Outside: ____________

Date Final Meter Reading(s) received from resident: ____________ Date Entered: ____________

Deposit on file: $___________ Amount of deposit applied to resident's final bill: $ ____________

Amount of deposit refund: $ ______________Refund Check # __________ Check Date: ________

For ACH Accounts :

Date of final ACH withdrawal _______ Date removed from ACH account listing: _______