



**MISCELLANEOUS FORM  
WATER/SEWER UTILITIES - LANDLORDS**

**IMPORTANT:** All orders for disconnect must be received by Customer Billing Services two business days prior to the requested service date.

(PLEASE PRINT)

**LANDLORD'S NAME:** \_\_\_\_\_

REQUESTED SERVICE DATE: \_\_\_\_\_

UTILITY ACCOUNT NUMBER: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_

**REQUESTED SERVICE (CHECK ONE)**

- Landlord turn on  Landlord turn off  Red tag (3-day notice)  Leave water on between tenants  
**\$20.00 Fee                      \$20.00 Fee**

\*\*When the tenant submits an "Advance Order for Disconnection," a final reading of the meter will be completed and the water will be turned-off.

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**If property is being rented, please submit a lease along with this order:**

NAME OF TENANT(S): \_\_\_\_\_

DATE OF MOVE-IN OR MOVE-OUT \_\_\_\_\_

Landlord Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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