

John Sayers, Mayor



Mary Wood, Clerk-Treasurer  
Chris Salyers, Chief of Police  
Bryan Morris, PW/ CD Director

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## Residential Water Service Shut-Off Request

I, \_\_\_\_\_, the Owner or Authorized Agent of

the Owner Name: (Please Print) \_\_\_\_\_,

requests that the water service at the following location be Shut-off.

Physical Address: \_\_\_\_\_

Current Account #: \_\_\_\_\_ Owner's Telephone Number \_\_\_\_\_

Date Service Should Be Shut-Off: \_\_\_\_\_

Date Service Should be Turned On: \_\_\_\_\_

### Important Information – Please Read and check the boxes that apply to your request.

I understand that there is a \$10.00 fee for temporary shut-off for any circumstance with exception to shut-off for non-payment during normal business hours. (NMC 13.04.020)

I understand that there is a \$50.00 fee for temporary shut-off for any circumstance with exception to shut-off for non-payment during after-hours of 5:00 pm weekdays or on weekends. (NMC 13.04.020)

I agree that the temporary shut-off fee will be assessed to my utility bill and I will be billed on the next billing cycle.

I will pay the temporary shut-off fee the day or next business day of the temporary shut-off request by check, money order, credit card and/or cash at the City Hall of Napavine.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Administrative Use Only

Meter Number: \_\_\_\_\_

Previous Billing Read: \_\_\_\_\_

Shut off Read: \_\_\_\_\_

Consumption: \_\_\_\_\_

Employee: \_\_\_\_\_