

Termination of Service Application

(MUST BE RECEIVED PRIOR TO PROPERTY SALE/TENANT MOVE OUT OR MOVE IN DATE TO ENSURE PROMPT FINAL BILL PROCESSING – MUST FILL OUT COMPLETELY)

Drop off at 12 S. Center St. Bensenville, IL 60106 or E-mail to UtilityBilling@Bensenville.il.us

SELECT APPLICABLE OPTIONS BELOW

I AM SELLING MY PROPERTY **closing date:** _____ **time:** ___AM/PM (REQUIRED)

I AM A TENANT MOVING OUT

I WANT MY NEW TENANT TO TAKE OVER THE ACCOUNT

I WOULD LIKE TO: **PAY FINAL BILL IN PERSON** **PAY FINAL BILL ONLINE**

FINAL BILLS MUST BE PAID IN PERSON OR ONLINE ONLY– CHECKS CANNOT BE MAILED IN

PARTY CLOSING OUT THEIR ACCOUNT

Account #: _____ Customer #: _____

Name on Account: _____

Service Address: _____

Forwarding Address (REQUIRED) _____

Telephone #: _____ E-mail address: _____

Seller's Attorney (if applicable) name: _____ telephone#: _____

E-mail address: _____

PARTY TAKING OVER THE ACCOUNT **new owner** **new tenant** **back to owner**

Name: _____ telephone #: _____

E-mail address: _____

Buyer's Attorney (if applicable) name: _____ telephone#: _____

E-mail address: _____

By signing below, I agree to close my account out and place it in the name of the above party taking over the account

Signature _____ **Date** _____

OFFICE USE ONLY

WATER METER#: _____ Final Read: _____ Date: _____

FIRE METER#: _____ Final Read: _____ Date: _____

NOTES: _____

