



City of Baxter  
 PO Box 2626  
 13190 Memorywood Drive  
 Baxter, MN 56425  
 Phone (218) 454-5100  
 Fax (218) 454-5103  
 www.ci.baxter.mn.us

**TERMINATION OF UTILITY  
 SERVICE  
 COMMERCIAL**

Today's date \_\_\_\_/\_\_\_\_/\_\_\_\_

Last day you are responsible for account \_\_\_\_/\_\_\_\_/\_\_\_\_

Service address \_\_\_\_\_ Suite # \_\_\_\_\_

Select One:

- I sold this building
- I was leasing this building and now the bill will be sent to the owner or new tenant
- I still own the building and am leasing it out to a tenant (please answer question below)

If you are leasing to a tenant, would you like monthly copies of their utility bill?  
 Yes     No

The property owner is ultimately responsible for the water and sewer bills on the property. You will automatically receive copies of delinquent letters and disconnection notices.

**CURRENT ACCOUNT INFORMATION**

Business Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Forwarding Address \_\_\_\_\_

**NEW OWNER/TENANT INFORMATION**

Business Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Billing Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Printed Name \_\_\_\_\_

Relationship to Business \_\_\_\_\_