



City of Baxter
 PO Box 2626
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 Baxter, MN 56425
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**TERMINATION OF UTILITY
 SERVICE
 RESIDENTIAL**

Today's date ____/____/____

Last day you are responsible for account ____/____/____

Service address _____ Apt # _____

You must provide us with a final meter reading that is taken from the water meter when you are finished using water. Read all seven (7) digits from left to right. The last number will be a stationary zero.

Final Meter Reading						
□	□	□	□	□	□	□

Select One:

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

If you are renting the home 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

Last Name _____ First Name _____

Forwarding Address _____

Home Phone (____) ____-____ Cell Phone (____) ____-____

Work Phone (____) ____-____ E-Mail _____

NEW OWNER/TENANT INFORMATION

Last Name _____ First Name _____

Billing Address _____

Home Phone (____) ____-____ Cell Phone (____) ____-____

***CONTINUED ON NEXT PAGE**

- Residential customers (except those in apartments or 4 plexes) are responsible to take a final meter reading on the effective date of termination of service and call the City of Baxter with that reading. We will then use that reading to calculate your final bill.

By signing below you agree to the above terms regarding a final meter reading

Signature

Date