



# Water Turn Off/On Form - Winter

Use this form if you are turning the water off because you will be away for the winter

Today's Date: \_\_\_\_\_ Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Service Address: \_\_\_\_\_

## WATER OFF

Date you would like water turned off: \_\_\_\_\_ \*Provide at least 1 day notice

Forwarding address for your final bill (our mail will not forward if sent to your Baxter address):

\_\_\_\_\_

Contact phone number on date of water turn off: \_\_\_\_\_

Final meter reading: \_\_\_\_\_

Comments/Special Instructions: \_\_\_\_\_

\_\_\_\_\_

### Office Use:

- Send final bill in month of \_\_\_\_\_
- \$15.00 shut off fee
- Bill for storm water and MN test fee through December usage
- Notice given to PW Department on \_\_\_\_\_ by \_\_\_\_\_

## WATER ON

\* Please call Utility Billing at (218) 454-5121 at least 1 day in advance to arrange the water turn on.

### Office Use:

- Begin billing in month of \_\_\_\_\_
- \$15.00 turn on fee
- Bill for storm water and MN test fee from January through current month
- Notice given to PW Department on \_\_\_\_\_ by \_\_\_\_\_

By signing below, you understand that the City of Baxter recommends that someone be present when water service is turned on. If you decide to have your water turned on while no one is present, the City of Baxter is not responsible for any damage to your home. In addition, you understand that you are responsible to pay a monthly amount of \$2.63 for storm water and MN test fee each month you are away even though your water service is turned off.

Signature: \_\_\_\_\_