



### Commercial Account Turn Off Request

Turn off request for commercial utility services provided by the City of Mesa.

Service Address/Addresses \_\_\_\_\_ Requested Disconnect Date \_\_\_\_\_

Name of authorized party requesting disconnection of commercial utility services \_\_\_\_\_ Utility Account # \_\_\_\_\_

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

Mailing Address for Final Bill \_\_\_\_\_ Phone # \_\_\_\_\_

Please indicate the services you are requesting to be disconnected:     **Water**                       **Gas**                       **Electric**

Additional comments regarding the disconnection to assist us in processing your request: \_\_\_\_\_

- 1. Will this property be occupied after the disconnect date?    Yes /    No
- 2. If yes, please provide the name and phone # of the new owner / responsible party \_\_\_\_\_
- 3. Is this a residential dwelling?    Yes /    No    Tenant Occupied    Yes /    No
- 4. Is this a medical facility?    Yes /    No

**All multi-dwellings require a minimum of 2-3 business days to complete this request. Occupants will be notified of the pending disconnection. A site visit will be performed to confirm occupancy. If the property is vacant, services will be turned off on the next business day. Utility services are turned off Monday thru Thursday, excluding City Holidays.**

All faxed requests received after 5:30pm will be worked the next business day.

#### Deposit Refunds

Cash deposits will be applied to the final bill. Any remaining credit balance refund will be issued twenty one (21) business days after the last payment was received or final bill date whichever is later.

Utility Bonds will be released once the final bill is paid in full. The final bill must be paid on or before the due date. Accounts with past due balances on the final bill will be subject to immediate claim action against the utility bond.

\_\_\_\_\_  
Signature of authorized representative requesting disconnect of services

\_\_\_\_\_  
Date

\_\_\_\_\_  
City of Mesa Representative

\_\_\_\_\_  
Date