



# VILLAGE OF BALD HEAD ISLAND

## Utility Service Termination Agreement

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

Account Number: \_\_\_\_\_

Island Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Service Termination Date: \_\_\_\_\_

Address for Final Billing: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Optional Information: (Selling Agent) \_\_\_\_\_

This form must be received in office by 2:00PM (Monday thru Friday) in order to receive a final meter reading for that business day. If this form is received after 2:00PM your final meter reading will be preformed the morning of the next business day. Final bills will be processed during the next regular billing cycle and will include water/sewer base charges plus all applicable surcharges and any water consumption prior to service termination date.

*NOTE: The water service will be disconnected at final meter reading (unless new owner has completed and submitted a Utility Service Agreement). Therefore, prior to the service termination date, it is recommended that you cut-off the power breaker to the hot water heater(s); this will prevent possible damage to the water heating elements.*

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

If you have any questions please call: Gina Hinson @ 910-457-9700 ext 1000  
Completed forms may be faxed or e-mailed to: 910-457-6206 / [ghinson@villagebhi.org](mailto:ghinson@villagebhi.org)

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### Office Use Only

Main Meter Serial #	Reading:
Irrigation Meter Serial #	Reading:
Date	Employee: