



Village of Bald Head Island

Utility Service Termination Agreement

Name: _____

Account: _____

Island Address: _____

Day Time Phone Number: _____

Service Termination Date: _____

Address for Final Billing: _____

Optional Information: (Selling Agent) _____

This form must be received in office by 2:00 PM (Monday thru Friday) in order to receive a final meter reading for that business day. If this form is received after 2:00 PM your final meter reading will be performed 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 a 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 feel free to Gina Troll at (910)457-9700. Completed forms may be faxed or emailed to: (910)457-6206 / gtroll@villagebhi.org

Office use only

Final Read _____	Date _____
Employee _____	