

HAWLEY PUBLIC UTILITIES WATER SHUT OFF REQUEST

PO Box 69
Hawley, MN 56549-0069
(218)483-3331
(218)483-3332 fax

Services to be Temporarily Disconnected: <input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Garbage Check all that apply.

I, _____, am the property owner at _____,
(name) (physical address)
Hawley, MN, and I wish to have my water service shut off at the curb. The property is going to be vacant
from _____ to approximately _____.
(date leaving) (date returning)

I would like to schedule someone to be at my home to shut off the water on

[Mon Tues Wed Thur Fri] _____, 200_ in the _____.
(circle one) (month/day/year) (morning or afternoon)

I will be available at (_____) _____ to schedule a firm time for the shut off to occur and I will be present to make sure the water is completely off and drained inside of my home.

GARBAGE SERVICE DURING THIS TIME PERIOD?

_____ NO Service, please discontinue my garbage service for this time period.
_____ YES, please continue my garbage collection service during this period.

Please send my billings to this address while the home is vacant:

Name:
Mailing address:
City/State/Zip:
Phone #:

If the City has any concerns about my home while I am absent please contact:

Name:
Phone #:

Signature Date

I will give a 2-day notice to reconnect the water to Hawley Public Utilities prior to returning to my home.

CUSTOMERS WHO HAVE VACANT PROPERTIES FOR AN EXTENDED PERIOD OF TIME (30 consecutive days or more).

All customers who request in writing and have the water shut off at the curb stop will receive no billing for water or sewer service for each billing period in which the water is disconnected. The above form needs to be completed and returned to City hall to start the no billing. Without prior written notice the minimum bill would still be issued.

Trailer Court residents must notify the City of Hawley in writing prior to the billing cycle of any extended vacancy from the trailer. The water meter must show no usage in order to receive no billing for sewer.

Please remember: the billing is given on each service after it is used. (i.e. if you leave on November 15th, you will still receive a billing on December 1st with water, sewer, and garbage services that you used in November.)

Feel free to contact City Hall if you have any questions.