



City of Gig Harbor
 Public Works – Utility Billing
 3510 Grandview Street, Gig Harbor, WA 98335
 Phone: 253-853-8251
 E-mail: utilities@gigharborwa.gov
 Website: www.gigharborwa.gov

WATER-SEWER-STORM UTILITY STOP SERVICE REQUEST			
Service Address			
Check One	Owner <input type="checkbox"/>	Tenant <input type="checkbox"/>	Property Manager <input type="checkbox"/>
Owner – Selling or Renting Out?	Selling <input type="checkbox"/> Renting Out <input type="checkbox"/>	Closing Date or Tenant Lease Start Date?	
Tenant – Lease End Date	*Please provide new occupant information below		

<u>Customer Account Information</u>	
Utility Account Number	
Name on Account	
Forwarding Address	STE/APT/UNIT#
Phone Number	
Secondary Number	
E-mail Address	

<u>*Transfer Service To</u>			
Check One	New Owner <input type="checkbox"/>	New Tenant <input type="checkbox"/>	Return to Landlord <input type="checkbox"/>
Name			
Mailing Address			
Phone Number			
E-mail			

The undersigned acknowledges that when cancelling an account, the utility division needs at least 3 business days to process requests. I agree that all applicable rates and charges for water, sewer, and storm service to the above property shall be paid in accordance with the now existing ordinance and regulations of the City, or any ordinance and regulations passed hereafter.

If final utility payments should be resolved through escrow due to a property sale, please contact our office to check the status. Final bills for customers enrolled in autopay will be deducted automatically.

Rental Properties: Billing transfer of Water and Sewer to the tenant or occupant is for the convenience of the property owner. Storm Water charges will be billed to property owner. This transfer does not relieve the owner of responsibility for payment should the tenant/occupant of the service address fail to pay their charges. Collection of outstanding charges for vacated tenants is the responsibility of the owner. The owner of record will be mailed a duplicate delinquent notice should the account become past due. All charges remain against the property and failure to pay may result in discontinuation of service and/or a lien on the property.

Print Name	Signature	Date
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