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## Request to have Water Shut Off / turned On at Curb Box

NAME OF PROPERTY OWNER \_\_\_\_\_

ACCOUNT #: \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

P.O. BOX – MAILING ADDRESS \_\_\_\_\_

PHONE NUMBER (HOME OR CELL PHONE) \_\_\_\_\_

### OFFICE USE ONLY

AMOUNT PAID \$ \_\_\_\_\_

CASH     CHECK  
 MONEY ORDER     CREDIT CARD

**THERE IS A \$30.00 SERVICE CHARGE FOR HAVING THE WATER SHUT OFF AT THE CURB BOX. (\$15.00 OFF & \$15.00 ON)**

PLEASE STATE THE REASON FOR HAVING WATER SHUT OFF AT THE CURB BOX: \_\_\_\_\_

I WOULD LIKE THE WATER TURNED **OFF** AT THE CURB BOX ON \_\_\_\_ / \_\_\_\_ / \_\_\_\_.  
MM                      DD                      YYYY

I WOULD LIKE THE WATER TURNED BACK **ON** AT THE CURB BOX ON \_\_\_\_ / \_\_\_\_ / \_\_\_\_.  
MM                      DD                      YYYY

VILLAGE RESIDENTS MUST NOTIFY THE VILLAGE OF CARBON CLIFF AT LEAST 24 HOURS IN ADVANCE, IN ORDER TO HAVE THE WATER SHUT OFF OR TURNED BACK ON TO THEIR PROPERTY. IN THE EVENT THAT THERE IS A WATER EMERGENCY, LEAKY PIPE, EMERGENCY REPAIR, ETC., A LICENSED PLUMBER MAY TURN THE WATER OFF AT THE CURB FOR YOU. IF A LICENSED PLUMBER TURNS THE WATER OFF AT THE CURB, THE VILLAGE HALL STILL NEEDS TO BE NOTIFIED WITH THE NAME OF THE PLUMBER AND THE COMPANY FOR WHICH THEY WORK.

PROPERTY OWNER'S SIGNATURE \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MM                      DD                      YYYY

### MAINTENANCE DEPARTMENT USE ONLY

DATE JOB WAS COMPLETED \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MM                      DD                      YYYY

COULD THE CURB BOX BE SHUT OFF?     YES     NO

INSIDE METER READING: \_\_\_\_\_ REMOTE METER READING: \_\_\_\_\_

REMARKS: \_\_\_\_\_

SIGNATURE(S) OF VILLAGE MAINTENANCE OPERATOR(S) PERFORMING SHUT OFF: \_\_\_\_\_