

CITY OF LIVINGSTON
STOP/TRANSFER SERVICE APPLICATION
City Hall – Finance Department 1416 C Street Livingston, CA 95334
Phone: (209) 394-8041 Fax: (209) 394-4190
Email: utilities@livingstoncity.com



CLOSE (complete Section A & B)

TRANSFER (complete Section A, B, & C)

SECTION A

Account Number:

Name (Last, First M):

SECTION B

Move-Out Address:

Move-Out Date:

Number of Garbage Cans:

*If account closing balance is not paid in **FULL**, please provide the following:*

NEW Mailing Address:

Phone Number:

Email Address:

SECTION C

Move-In Address:

Move-In Date:

Number of Garbage Cans:

APPLICANT ACKNOWLEDGEMENT

I hereby acknowledge the following:

- I am responsible for all charges accrued on the account until the water service is shut-off on the date requested above and agree to pay at the rate prescribed by the City's Rate Fee Schedule (subject to change).
- I will receive a closing bill and any amount owing is due upon receipt.
- A refund check, when applicable, will be mailed to the forwarding address listed above in 6-8 weeks, pending final reading of the meter.
- If payment is not made to the City of Livingston within ten (10) calendar days, a copy of the closing bill will be forwarded to the home owner on record and/or will be sent to collections.

TRANSFER SERVICES

- A valid government ID, and proof of residence (ownership or renting) is required to establish services.
- I shall be responsible for all water service usage and service charges relating to this service address until the date I notify the City of Livingston discontinuation of these services. Failure to request discontinuation of service will result in being billed for any water usage/charges until I officially close the account in my name.
- **DEPOSIT:** A minimum deposit of three (3) times the monthly charge may be required for water service, pursuant to the Livingston Municipal Code 9-4.1 (waived if account in good standing for 12 months – no late payments).
- All bills not received by the City of Livingston by the due date (typically 25th of every month) will incur a 5% late fee based on current charges
- Failure to pay my monthly bills could result in water service suspension, delinquency notices, calls, texts or emails, and subsequent fees associated with suspended services.

Applicant Signature:

Co-Applicant Signature:

Date:

OFFICE USE ONLY

Acct#: _____
Credit Check: _____
Deposit: _____
Date: _____