



# City of Galena

211 W. 7<sup>th</sup> \* Galena, Kansas 66739  
Phone (620) 783-5265 \* Fax (620) 783-5111  
*The Oldest Mining Town in Southeast Kansas*  
1877



## Residential Water Service Shut-Off Request

I, \_\_\_\_\_, the Owner or Renter do hereby

**Name (Please Print)**

request that the water service at the following vacant residence be terminated.

\_\_\_\_\_  
**Property Address**

\_\_\_\_\_  
**Current Account Number**

\_\_\_\_\_  
**Owner's Telephone Number**

\_\_\_\_\_  
**Date Service Should Be Terminated**

\_\_\_\_\_  
**Forwarding Address for Final Bill**

**Essential Information** – Please Read and initial all lines

\_\_\_ I understand that all water valves on the customer's side of the line should also be closed.

\_\_\_ I understand that any prior charges must be paid and that penalty and interest will accrue on any unpaid charges.

\_\_\_ I understand that, after water service is terminated, there will be a final bill mailed the following month to the above forwarding address.

\_\_\_ I understand that my water deposit of \$ \_\_\_\_\_ will be applied to the final bill.

The undersigned Owner or Renter of the property hereby releases The City of Galena, including its offices, employees and agents from any and all liability related to the termination of water service, the failure to terminate water service or the restoration of water service at the address shown above.

\_\_\_\_\_  
**Owner/Renter**

\_\_\_\_\_  
**Date**