



City of Galena

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



Residential Water Service Transfer Request

I, _____, the Owner or Renter do hereby

Name (Please Print)

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

Property Address

Current Account Number

Owner's Telephone Number

Date Service Should Be Transferred

Transfer Address

Essential Information – Please Read and initial all lines

___ I understand that all water valves on the customer's side of previous address should also be closed.

___ I understand that any prior charges must be paid in full before transfer will take place.

___ I understand that, after water service is transferred, there will be a final bill mailed the following month to the above transferred address.

___ I understand that my water deposit of \$ _____ will be transferred to the new address account.

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