



### Temporary Utility Service Change Request

If you plan to be away from your home or business for an extended period of time, please stop by the City Clerk’s office to discuss your City of Sheffield utility service and billing options.

Contact the City Clerk at City Hall by phone at 641-892-4718.

Whether you leave water service on or have it shut off, please remember that you are responsible to ensure all systems in your home are adequately protected from damage that could occur during your extended absence.

The City of Sheffield accepts no financial responsibility for damages and will not forgive large water and sewer service bill resulting from water leakage or unauthorized usage, etc during your absence.

1. Suspended Account Status –

- Water is kept on the street and available for service. No monthly bills and no monthly meter readings, except you will receive a bill for the utility service received in the month before you leave are billings are for the previous month’s usage and services. Any usage accumulated during your absence will be billed upon your return.
- +Disadvantage is that leaks and unauthorized usage may not be apparent without monthly meter reading+

Date to Suspend Account \_\_\_\_\_ Date to Reactivate \_\_\_\_\_

2. Inactive Account Status –

- No monthly bills & no monthly meter readings. No water service is available. You must make an appointment for the City to turn water back on at the street. Please arrange for someone to be present when water is turned back on.

Date to turn Water Off \_\_\_\_\_ Date to Turn Water On \_\_\_\_\_

Name (Please Print): \_\_\_\_\_ Account # \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address During Your Absence: \_\_\_\_\_

Telephone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Signature is required to process your request.*

For Office Use Only:

Date Accepted: \_\_\_\_\_ City Employee: \_\_\_\_\_

**Mayor:** Scott Sanders  
**Council:** Brad Mulford, James Robbins, Dave Smit, Nick Wilson, Jill Peterson

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