

CITY OF ST. MARYS  
418 SECOND STREET  
ST. MARYS, WV 26170

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APPLICATION FOR HOLD OR DISCONTINUE OF WATER/SEWER/GARBAGE SERVICES

Date: \_\_\_\_\_ Account Number: \_\_\_\_\_

Name(s) Currently on Account: \_\_\_\_\_

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

Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Secondary Phone Number: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Owner Phone Number: \_\_\_\_\_

I wish to place my account on  HOLD status,  ACTIVE status or  DISCONTINUE services for my account.

Property Owner

Renter

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

Forwarding Phone Number: \_\_\_\_\_ Secondary Phone Number: \_\_\_\_\_

Change Date: \_\_\_\_\_ Reason for Change: Property Sold  Renter Moving

State Identification or Driver's License is required. If applying by mail, e-mail or fax, you must include a copy of your State ID or Driver's License.

First Name	Last Name	Signature

**Deposit Refunds and Final Billing:**

Deposits that have not been previously refunded to the account holder will be applied during final billing. Final bills will be generated and mailed at the end of the month that the application was filed for discontinuation of services.

**FOR OFFICE USE ONLY**

Entered: \_\_\_/\_\_\_/\_\_\_ W/O Faxed: \_\_\_/\_\_\_/\_\_\_