



CITY OF MONROE
806 WEST MAIN STREET
MONROE WA 98272
(360) 794-7400 phone / (360) 794-4007 fax

Gbg Service Code _____
R/C Service Code _____
Vac Cr this calendar year? _____
Mailing Address Updated? _____
WM Service Request Date _____
Utilities Notified? _____
Service Req for \$30 S/O? _____
Is Acc't Current? _____
Class Code _____
Acct/Rates Updated _____
(this area for office use only)

UTILITY
VACANCY/VACATION APPLICATION

ALL APPLICATIONS MUST BE FILED FORTY-EIGHT (48) HOURS IN ADVANCE

No vacancy credit shall be granted for an account that is delinquent or becomes delinquent.

VACATION/VACANCY CREDIT

Residential and commercial accounts shall be eligible for temporary suspension of water (if water is off), sewer (if water is off), garbage, and recycling charges for any one absence of 30 days (minimum) to 90 days (maximum). **Storm charges are not eligible for vacancy credit.** Credits are only available once in any consecutive 12 month period.

Please complete the following information:

Name: _____ Account #: _____

Service Address: _____

Mailing Address: _____

Telephone #: _____ Daytime #: _____

Inclusive dates of vacancy _____
Beginning date (no backdate allowed) Ending date (90 day max.)

If water is left on, minimum charges will apply for water and sewer.

If water is turned off, a \$30 fee will be charged. Minimum charges will NOT apply with the exception of storm water. If you request the water to be turned on after business hours or on a holiday or weekend, you are subject to pay an additional fee of \$100.

I WISH TO HAVE MY WATER: TURNED OFF LEFT ON

Note: City Ordinance #1119 states you must call within seven days of your return or charges will be imposed for services without regard to vacancy period. Your services will be reinstated after 90 days and charges will begin. There is no charge for turning water back on during regular business hours, if applicable. Persons filing vacancy credit applications found to be false shall, in addition to any other penalties, will be ineligible to receive future vacancy credits.

Signature of Property Owner

Date