

**City of Hoyt Lakes  
Public Utilities Department  
Water, Sewer, Sanitation Request**

**Temporary Disconnect Request:**

A Person Must:

1. Apply in Advance
2. Be gone at least 60 days and no one will be occupying the residence.
3. Notify City Clerk immediately upon any change.
4. Must have a return date.

**Please complete and sign:**

Today's Date \_\_\_\_\_ If Renting – Name, Address &PH # of Owner/Renter

Effective Date \_\_\_\_\_

Service Address \_\_\_\_\_ PH# \_\_\_\_\_

Change \_\_\_\_\_ Add \_\_\_\_\_ Delete \_\_\_\_\_

Owner \_\_\_\_\_ Owner \_\_\_\_\_ Owner \_\_\_\_\_

Occupant \_\_\_\_\_ Occupant \_\_\_\_\_ Occupant \_\_\_\_\_

Billing \_\_\_\_\_ Billing \_\_\_\_\_ Billing \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_ Address \_\_\_\_\_

Disconnect \_\_\_\_\_

Return Date \_\_\_\_\_

**Signature** \_\_\_\_\_

Direct Withdrawal \_\_\_\_\_  
From \_\_\_\_\_

**For Office Use Only**

Account # \_\_\_\_\_

Status \_\_\_\_\_

Bill Month \_\_\_\_\_

Changes completed by: \_\_\_Fax \_\_\_Phone \_\_\_Mail \_\_\_In Person

ID Verified: \_\_\_ Driver's License \_\_\_ Other: \_\_\_\_\_

Disconnect \$50 \_\_\_\_\_ Reconnect \$50 \_\_\_\_\_ Service Connection \$10 \_\_\_\_\_

Water/Sewer has been Shut off: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

Water/Sewer has been Turned on. Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

Comments: It has been requested that this billing be sent to the renter. I understand as owner of this property that I am still responsible for the Public Utilities billing for any amount that is not paid.