



**COMMISSIONERS**  
MONTE RODEN  
BONNIE DECIUS  
MICHELLE HOLLIS

**Vacancy Application**

A vacancy credit is available when all the following conditions are met:

1. Vacancy application must be completed and water locked off by District staff. Only living units that have a lockable meter can qualify for vacancy. (For example, a triplex with one meter and three apartments will not qualify for vacancy for any of the living units.)
2. During the vacancy period the customer will continue to receive monthly billings and shall pay a \$5.00 minimum monthly charge for each water meter and sewer equivalent residential unit (ERU) for each period from the date of lock off to the last business day of the month.
3. The account must be paid current at the time application is made and must remain current in order to be eligible for the program.
4. The property must remain vacant for a minimum of ninety consecutive days before becoming eligible for vacancy. If a property has not been vacant for the minimum ninety consecutive days from the lock off date, the full charges will be back-dated to the date of lock off.
5. Once water service is restored, the current full monthly charge shall resume. A \$30.00 fee to cover District expenses for site visit to read and lock meter then revisit site to unlock meter is assessed at the time of reconnection.

Applicant Name: _____	Work Order Number: _____
Service Address: _____	Date Water Locked: _____
Account Number: _____	Date Water Unlocked: _____

By my signature below, I understand that I will be charged a \$5.00 minimum monthly charge for each water meter and sewer equivalent residential unit (ERU) while the property is on vacancy once the above-conditions have been met. Further, it is my understanding that meters are District property (except in the case of a mobile home park) and that I may be charged a tampering fee plus repair costs for damage if I turn on or off my own meter.

_____	_____
SIGNATURE	DATED

BILLING ADDRESS (if different than what we have on file)

PHONE NUMBER

**For District Use Only:**

Date of InHance Acct Change _____	Confirm lock off w/ _____	Read _____
Rate code _____	Change Mail address _____	Effective Date _____