

**Westport Water Association**

**WWA – A co-operative non-profit organization**

49206 Hwy 30, Westport OR 97016

503.455.9201

**Request to Close Account or Disconnect Water Service**

**Please Note:** Per District Policy, Only the Legal Property Owner / Patron of Record can complete this form to request disconnect of the water Service.

Owner: \_\_\_\_\_

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

Date to Discontinue Water Service: \_\_\_\_\_

Purpose of Shut Off: \_\_\_\_\_

Forwarding Address for Final Billing: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

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

I hereby authorize the Westport Water Association to turn off and lock the water service at the above address within forty-eight [48] hours of the date specified. I understand a final meter reading will be taken at the time of shut off. I understand it is my responsibility to winterize or otherwise secure the plumbing and pipes at the unoccupied property. Inactive accounts will be subject to a monthly inactive fee.

Owners Signature: \_\_\_\_\_

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

WWA Board Approval Date: \_\_\_\_\_