

**REQUEST FOR SERVICE – DISCONTINUE SERVICE-SELLER**

City of Oshkosh Utilities • 215 Church Ave, Oshkosh, WI 54901

Email: [utilitybill@oshkoshwi.gov](mailto:utilitybill@oshkoshwi.gov) Office: (920) 232-5325

**INSTRUCTIONS:** This form **MUST** be **COMPLETED** in its entirety and returned to the Utility Accounting Department in order for your request to be processed.

- \* Include your FINAL BILL mailing address.
- \* Include a telephone number where you can be reached during business hours.
- \* **Service Requests are for Future Dates Only**

**Account Number:**  
(if known)

**SERVICED PROPERTY INFORMATION (REQUIRED)**

**Address:**

**City/ST/Zip:**

**Date of Closing:**

**BUYER/NEW PROPERTY OWNER INFORMATION**

**BUYERS NAME:**

**Phone:**

**Landline:**

**Cell Phone:**

**Name 2:**

**Email:**

**Mailing Address (if different from Property Address):**

**City/ST/Zip:**

**SELLER/ FORMER OWNER FINAL BILL INFORMATION (REQUIRED)**

**Name:**

**Phone:**

**Landline:**

**Cell Phone:**

**Address for Final Bill:**

**City/ST/Zip:**

**Title Company Used:**

**Phone:**

I understand that I am responsible for all utility charges incurred at this location until I provide **notice** that I have moved and am no longer responsible for this utility bill.

**Signature:**

**Date:**

**Office Use Only**

**Signature:**