



REQUEST FOR SERVICE – DISCONTINUE SERVICE-TENANT
City of Oshkosh Utilities • 215 Church Ave, Oshkosh, WI 54901
Email: 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.
- * **Owner or Tenant Authorization is Needed (Only One)**
- * **Service requests are for future dates only**

Account Number:
(if known)

SERVICED PROPERTY INFORMATION (REQUIRED)

Address:

City/ST/Zip:

Move Out Date:

PROPERTY OWNER INFORMATION

Property Owner Name:

Phone:

Landline:

Cell Phone:

Name 2:

Email:

Mailing Address (if different from Property Address):

City/ST/Zip:

TENANT FINAL BILL INFORMATION (REQUIRED)

Tenant Name:

Phone:

Landline:

Cell Phone:

Address for Final Bill:

City/ST/Zip:

Lease End Date:

Tenant Email:

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: Owner Tenant

Date:

Office Use Only

Signature: