



CITY OF MANTECA

Finance Utility Department – Application to Stop Services

Please return application to:

City of Manteca • Finance Department • 1001 W. Center St • Manteca • CA • 95337
 (209) 456-8740 • (209) 923-8930 fax • utilitystart@mantecagov.com e-mail

APPLICATION TO STOP WATER/SEWER/GARBAGE SERVICES

Requested Stop Date: _____

Account Number: _____

Service Address: _____

Mailing Address, for Final Billing/Refund: _____

City: _____ State: _____ Zip code: _____

Phone Number: _____ Secondary/Work Phone Number: _____

We are unable to backdate services. Every effort will be made to terminate services on your requested stop date, however, some orders may be held until the following business day. All requests received after 4:00pm will be processed the next business day. Offices are open Monday-Thursday, closed on Fridays.

Please check and complete one:

	Owner	Property Sold/Transferred	Escrow Close Date	
	Property Manager	Property Rented	Date Rented	
	Renter	Move Out Date		

The City of Manteca reserves the right to request copies of Escrow Closing documents or Rental Agreements before processing any change of service requests. Notice of Trustee Sale or other official transfer can also be requested for foreclosed properties.

Personal Information: (State Identification or Driver's License and the last four digits of the Social Security number are required.)
 If submitting by mail, e-mail or fax you must include a copy of your State ID or Driver's License.

First Name	ML	Last Name	Social Security #	State ID/DL	Signature

Animal License: No Yes (If yes, please fill out additional information below)

Pet(s) Name(s)	Inactivate?	-OR- Transfer license to address:	Signature	OFFICE USE

Any unpaid licenses may be sent to code enforcement and/or collections

Business License: No Yes (If yes, please fill out additional information below)

Business Name	Inactivate?	-OR -*Transfer license to address	Signature	OFFICE USE

* Transfer of Business License requires a New Business License Application and \$5.00 transfer fee.

Deposit Refunds and Final Billing:
 Deposits that have not previously been refunded to the account will be applied during final billing or can be transferred to a new account in your name. Final bills will be generated and mailed approximately two-three weeks after your final reading is taken. If you are transferring service to a new location, the final bill will be transferred to that account.
Final bills that remain unpaid after 45 days will be sent to a collection agency.