



Utility Billing Temporary Disconnect



Please return this form to the City Hall located at 315 N Broadway, mail to PO Box 350, Pelican Rapids MN 56572, fax to 218-863-7077 or place in the City of Pelican Rapids drop box located at Loretel Systems (20 West Mill Ave).
Please call 218-863-7076 with any questions.

Account Number _____ **Property Address** _____

Current Owner(s) _____

Phone Number _____

Address for Final Payment _____

City _____ State _____ Zip _____

Please sign the statement below.

I, _____ am requesting my water and sewer temporarily turned off as of (date) _____.

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- You must give notification to the City of at least 24 hours in advance. Someone must be at the property during disconnection and reconnection.
 - There will be a \$30.00 fee upon reconnection.
 - If the property will be without heat, please call a plumber to get your water pipes blown out.
 - After the City has been notified of the disconnection, you will receive a final bill for the property.
 - If change of ownership, the City must be notified.