

DISCONNECTION INSPECTION CHECKLIST

DATE: _____

FULL PROPERTY ADDRESS AND DESCRIPTION OF PROPOSED DISCONNECTION:

SELECT DISCONNECTION TYPE:

****To request a disconnection(s) contact Customer Service at 703-335-7900 to close the account and pay the final bill.**

In order to promptly comply with your request for a demolition letter, a **\$50.00 inspection fee per service** is to be paid by the customer to Prince William Water in the Engineering Department, and the following criteria must be met.

If the property is connected to water service:

- The water meter and yoke has to be removed (Prince William Water responsibility)
- The angle valve locked (Prince William Water responsibility)
- For water service that **will not** be reused the termination must take place at the main (Customer responsibility)

If the property is connected to sewer service:

- The sewer line needs to be plugged at the property line (Customer responsibility)
- For sewer service that **will not** be reused the termination must take place at the main (Customer responsibility)

*Please email this form to Utility Services staff at _____.

You will be contacted by staff and an appointment to meet at the location will be scheduled. For follow-up questions and information please call the Utility Services Office at **(703) 335-7930**.

Applicant's Name: _____

Contact's Name: _____

Mailing Address: _____

Telephone Number: _____

Fax Number and/or Email Address: _____