



Date Requested:

City of Portola
Utility Billing Department
35 Third Ave
Portola, CA 96122
530-832-6803
FAX: 530-832-5418

Water
On Off

Seasonal Shut-Off?

Yes No

Utilities Form

Property Owner On-Site?

- Service Address: _____
- Property Owner _____
- Phone Number: _____

Notes: _____

Has the Water been off for at least 4 Months?

Yes

No

If No, then a \$25.00 Charge will be applied to the account.

Completion of this form will result in the water being shut off and locked at the property listed above until further notice from said owner. The owner of the property will be continued to be billed for the monthly Service Availability Charge. Billing will be sent to the address shown above.

Property Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Meter Number _____ Reading _____

Initials _____ Date _____

Comments/Location notes _____

Read only

Turn water on & read

Turn water off, Lock & Read