



# Village of Bald Head Island

## Utility Service Termination Agreement

Name: \_\_\_\_\_

Account: \_\_\_\_\_

Island Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Service Termination Date: \_\_\_\_\_

Address for Final Billing: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Optional Information – Selling Agent: \_\_\_\_\_

This form must be received in the Village Hall office by 2:00 p.m. (Monday through Friday) in order to receive a final meter reading for that business day. If this form is received after 2:00 p.m. your final meter reading will be performed the morning of the next business day. Final bills will be processed during the next regular billing cycle and will include water/sewer base charges plus all applicable surcharges and any water consumption prior to service termination date.

**NOTE:** *The water service will be disconnected at final meter reading (unless a new owner has completed and submitted a Utility Service Agreement). Therefore, prior to the service termination date, it is recommended that you cut-off the power breaker to the hot water heater(s); this will prevent possible damage to the water heating elements.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions, feel free to call the Utilities Billing Clerk at (910) 457-9700. Completed forms may be faxed or emailed to: [utilities.clerk@villagebhi.org](mailto:utilities.clerk@villagebhi.org).

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### Office use only

Final Read _____ Date _____
Employee _____