



**CITY OF LAFAYETTE, OREGON**  
**CANCELLATION OF WATER & SEWER SERVICE**

**ALL BLANKS MUST BE FILLED IN**

DATE: \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

NAME ON ACCT: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SOC. SEC. #: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_

FORWARDING ADDRESS: \_\_\_\_\_

CITY / STATE / ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

DATE FINAL READ REQUESTED FOR: \_\_\_\_\_

**PLEASE READ CAREFULLY**

The City of Lafayette will read the final meter reading on the cancellation date requested. The City will then calculate the final bill, applying deposit, if applicable, and mail the final bill to the forwarding address with the next regular billing. The final bill must be paid in full in 30 days to avoid collection proceedings. Failure to pay water and/or sewer charges may result in the debt being turned over to a private collection agency. As provided for in ORS 697.105 and ORS 697.115, **you are hereby notified that a collection fee of 25% will be added to your principal balance if it is assigned to our collection agency. If you move out of state, and this debt is assigned to an out-of-state agency, the collection fee will be increased to 40%**

\_\_\_\_\_  
SIGNATURE OF RESPONSIBLE PARTY

\_\_\_\_\_  
DATE

**FOR OFFICE USE ONLY**

DATE RECEIVED: \_\_\_\_\_ BY: \_\_\_\_\_ DATE ENTERED: \_\_\_\_\_ BY: \_\_\_\_\_

FINAL METER READ: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPOSIT REFUND DUE:  YES  NO AMOUNT: \$ \_\_\_\_\_ DATE APPLIED: \_\_\_\_\_ BY: \_\_\_\_\_