



City of Lake Oswego - Discontinue Service Form
 380 A Ave | PO BOX 369 | Lake Oswego, Or 97034
 Phone: 503-635-0265 | Email: utility@lakeoswego.city

For internal use only

Account Information:

Section A	Account Number:		
	Service Address:		
	Discontinue Service Date <i>(Must be today or future date only)</i> :		
	Primary First Name:	MI:	Last:
	Secondary First Name:	MI:	Last:

Owner/Renter/Landlord:

Section B	Please choose <u>one</u> of the following and include first and last name of new occupant below.		
	<input type="checkbox"/> I was an Owner, sold the property. Please enter New Owner's first and last name below. <i>*If this is a foreclosure, Please see Section E (below)*</i> <input type="checkbox"/> I was a Renter and I am moving out. Please enter the Landlord's first and last name below. <input type="checkbox"/> I am the Landlord/Property Manager. Please enter the Renter's first and last name below. <input type="checkbox"/> I was the Landlord, sold the property. Please enter the New Owner's first and last name below.		
First Name: _____			Last Name: _____

Forwarding Information:

Section C	The forwarding address below cannot be the same as the former service address.		
	Street:		
	City:	State:	Zip:
	Primary #	Secondary #	Work #
	Email address:		

Signed Acknowledgement:

Section D	By signing below, I acknowledge my request to discontinue service must be made on or before the discontinue service date and no credit will be given for retroactive requests. If you wish to have a copy of this form as a confirmation for your records, please ask staff to make a copy for you.		
	Signature: _____		Date: _____

**** If you are moving within the City, please request an Establish Service Form for your new address. ****

Notice of Foreclosure:

Section E	By signing below, I understand the property will not change ownership until recording of sale in the County Tax Database. I authorize water service shut off at the above property and understand that surface water and street maintenance fees will continue being billed to me until recording of sale.		
	Signature: _____		Date: _____