



# CITY OF MANTECA

## Finance Utility Department – Application to Move Out

Please return application to:

City of Manteca • Finance Department • 1001 W. Center St • Manteca • CA • 95337  
 (209) 456-8740 • (209) 923-8930 fax • [utilitystart@mantecagov.com](mailto:utilitystart@mantecagov.com) e-mail

### APPLICATION TO STOP WATER/SEWER/GARBAGE SERVICES

Requested Stop Date: \_\_\_\_\_

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

We are unable to backdate services. Every effort will be made to terminate services on your requested stop date, however, some orders may be held until the following business day. All requests received after 4:00pm (3:30pm on Fridays) will be processed the next business day.

Service Address: \_\_\_\_\_

Mailing Address, for Final Billing/Refund: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Secondary/Work Phone Number: \_\_\_\_\_

Please check and complete one:

	<b>Owner</b>	<b>Property Sold/Transferred</b>	<b>Escrow Close Date</b>	
	<b>Property Manager</b>	<b>Property Rented</b>	<b>Date Rented</b>	
	<b>Renter</b>	<b>Move Out Date</b>		

The City of Manteca reserves the right to request copies of Escrow Closing documents or Rental Agreements before processing any change of service requests. Notice of Trustee Sale or other official transfer can also be requested for foreclosed properties.

**Personal Information:** (State Identification or Driver’s License and the last four digits of the Social Security number are required.)

First Name	ML	Last Name	Social Security #	State ID/DL	Signature

**Animal License:** No Yes (If yes, please fill out additional information below)

Pet(s) Name(s)	Inactivate?	-OR- Transfer license to address:	Signature	OFFICE USE

Any unpaid licenses may be sent to code enforcement and/or collections

**Business License:** No Yes (If yes, please fill out additional information below)

Business Name	Inactivate?	-OR -*Transfer license to address	Signature	OFFICE USE

\* Transfer of Business License requires a New Business License Application and \$5.00 transfer fee.

#### **Deposit Refunds and Final Billing:**

Deposits that have not previously been refunded to the account will be applied during final billing or can be transferred to a new account in your name. Final bills will be generated and mailed approximately two-three weeks after your final reading is taken. If you are transferring service to a new location, the final bill will be transferred to that account.

**Final bills that remain unpaid after 45 days will be sent to a collection agency.**