

Read & Transfer Service Authorization Form

Service Options (Please check one):

AUTOMATIC Read & Transfer

Utility services (electricity and/or water) will automatically transfer into the owner/manager name each time a tenant requests disconnection. This ensures no disruption of service at the specified location. The owner/manager will NOT be notified each time the transfer occurs.

PHONE Read & Transfer

Utility services (electricity and/or water) will transfer into the owner/manager name upon telephone request when power is needed during a vacancy. This service does NOT guarantee uninterrupted service. If the request is made after the tenant has disconnected service, there may be a 24–48 hour delay before restoration.

CANCEL Read & Transfer Service

Property Address(es):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Billing Name & Address:

Acknowledgment (Please Initial):

_____ I understand I must notify the City of Ukiah in writing at least 48 hours in advance of any change (Auto to Phone, Phone to Auto, or cancellation).

_____ I understand a service charge for each electricity and water service will be billed to my account each time this Read & Transfer Service is provided.

Signature: _____ Print Name: _____

Date: _____ Phone #: _____

Email: _____