



# TOWN OF CULPEPER

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## UTILITY ACCOUNT DEPOSIT RELEASE

Date Requesting: \_\_\_\_\_

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

Service Address: \_\_\_\_\_ Culpeper, VA 22701

Security Deposit amount (if applicable): \_\_\_\_\_

I, \_\_\_\_\_, request my name to be removed from the utility account referenced above.

- I release my rights to any deposit that was placed or any applicable refunds/overpayments that may occur on the account.
- I am aware there will be a final bill generated on this account and I will be responsible for the **FINAL** bill.
- I am aware that in order for me to be released from the service address above, the final balance owed on the account must be **ZERO**.
- I acknowledge that this account will be closed and the Security Deposit will be the property of new account holder.

### Primary Customer Name on Account:

Print Name	Signature	Date

### Secondary Customer on Account:

Print Name	Signature	Date

**Signatures must be verified, if unable to sign in front of CSR's please get signatures notarized.**

### Notary Information:

\*\*SUBSCRIBED, ACKNOWLEDGED, AND AFFIRMED BEFORE ME THIS \_\_\_ DAY OF \_\_\_, 20\_\_.

My commission expires: \_\_\_\_\_

Notary: \_\_\_\_\_

**\*\*\*Official Use Only\*\*\* Official Use Only\*\*\* Official Use Only\*\***

<b>CSR verification:</b>	<b>Date Service order completed:</b>
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