

OVERSTRAND MUNICIPALITY



APPLICATION FOR DISCONTINUATION OF SERVICES AND FINAL READINGS
(AT LEAST 48 HOURS NOTICE MUST BE GIVEN IN ADVANCE, PREFERABLY 7 DAYS)

Erf No		Suburb		Account Number	
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Name/Business					
ID No					
Street Address (where service is to be discontinued)				Email Address	
Reason for discontinuation					
Contact No	Home		Work		Mobile

Mark the appropriate square with an X

WATER	Domestic	Business	Industrial	Building
ELECTRICITY	Domestic	Business	Industrial	Building

- i. Kindly disconnect the marked services on _____ and refund to me the deposit, less any amount I may owe the Municipality.
- ii. Kindly forward the final account to my/our new address:

New address:			
		Postal code	

Municipal Account No: _____

- iii. Please transfer my credit into my/our bank or municipal account: _____

Requirements:

- i. Attach proof of verified banking details (i.e. E-stamped statement, bank verification letter, cancelled cheque.
- ii. Form should be signed by all owners of the property.
- iii. If registered in a business or trust, proof of directorship or authorisation letter from registered trustees must be attached. If the name of banking details differs, a resolution letter from the owner/s, business, trustees must be attached.
- iv. I/We undertake to settle any outstanding balance within 30 days of discontinuation of services to avoid any legal action.

Applicant signature

Date

OFFICE USE ONLY

Record updated by		Date		Slip No	
Change of address	Yes	No			
Disconnection fee	Amount		Receipt		Date
Final reading Water			Meter No		
Final reading Electricity			Meter No		
New Account No					