



WATER CUSTOMER SERVICE DEPARTMENT - TRANSMITTAL FORM

Temporary Service Activation Request

200 East Market Street Aberdeen WA 98520

(360) 537-3213, (360) 537-3223

Date: ____/____/____

Service Location Address: _____

Payment from: _____

Phone No. () ____ - ____

Cell Phone () ____ - ____

Requested date and time of temporary activation. *Please read terms below. _____AM/PM

Terms:

Payment and 48 hours advance notification is required for all temporary service activations. Every accommodation will be made to meet requested time and date. However, requests are not guaranteed. If the requested time and date are not able to be met, you will be contacted by Water Customer Service to re-schedule. Water may be left on for up to 72 hours. Water will be turned off on Fridays for all temporary activation requests for Wednesday or Thursday. Activations on Fridays will be disconnected the following Monday. The city will not leave the water on if the meter does not stop turning, unless there is a customer valve. In the event that the meter does not stop turning the water will not be left on. This may result in rescheduling and may require an additional fee. It is recommended that someone with access to the home be present when the water service is activated.

☐ Check box if agent not required to be present at temporary activation.

By initialing the form, I agree that I have read terms.

Initial: _____

Transaction Description	Transaction Code	BARS Number	Amount Due
Temp Account Activation – Line Testing	WTR 40	404.00.343.400.00.00	\$ 20.00

Official Use Only:

Meter Register No. _____

SmartPoint No. _____

Last Meter Reading _____

Customer Valve: Yes / No Type _____

Activation date _____ Time _____

Deactivation date _____ Time _____

Meter Reading _____

Meter Reading _____

Initials _____

Initials _____

Remarks:

- ☐ Agent present
- ☐ Unable to leave water on
- ☐ City valve on, CV off, Agent notified

Remarks:

- ☐ Locked
- ☐ Entered into Springbrook
- ☐ CV tested

Comments: _____