

TOWN OF CHRISTIANBURG  
100 E MAIN ST  
CHRISTIANBURG VA 24073  
(540) 382-9519  
(540) 382-3762 FAX

**TOWN OF CHRISTIANBURG  
UTILITY SERVICE TRANSFER NOTIFICATION**

**INSTRUCTIONS:** The Town of Christiansburg requires all persons or entities having water service and garbage service in their name to provide written instructions for transfer of service. The account holder is responsible for authorizing transfer and is the only person authorized to sign this form. A \$10.00 connection fee will be applied to your first bill.

DATE: \_\_\_\_\_

Utility Customer Name \_\_\_\_\_

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

Street Address \_\_\_\_\_

**DISCONNECTION DATE:**

Please disconnect the utility service at the above location on \_\_\_\_\_  
(DATE)

**Certification:**

I UNDERSTAND THAT AS ACCOUNT HOLDER, OWNER, OR OCCUPANT OF THE PREMISES I AM RESPONSIBLE FOR THE UTILITY CHARGES OF THE ABOVE ACCOUNT UNTIL THE TIME OF DISCONNECTION. ANY CURRENT BALANCES MUST BE PAID BEFORE CONNECTION TO THE NEW LOCATION CAN OCCUR. I UNDERSTAND THAT A FINAL BILL WILL BE ISSUED FOR THE ABOVE LOCATION. ANY BALANCE WILL BE TRANSFERRED TO THE NEW ACCOUNT.

\_\_\_\_\_  
Utility Customer Signature                      Date

New Address: \_\_\_\_\_  
\_\_\_\_\_

<b>GARBAGE</b>
<b>YES   NO</b> <b>(circle one)</b>

<b>OWN</b>
<b>RENT</b> <b>(circle one)</b>

PHONE # \_\_\_\_\_ CONNECTION DATE: \_\_\_\_\_

**IF YOU ARE ALREADY SIGN UP FOR EFT, WOULD YOU LIKE TO ADD EFT FOR THIS LOCATION?**

YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
Cashier's Signature                      Date

**PLEASE NOTE: YOU WILL HAVE A NEW ACCOUNT NUMBER FOR YOUR NEW ADDRESS. If you pay online or through your bank's bill-pay option, PLEASE update your utility account number.**

Your new account number is: \_\_\_\_\_

Lease Agreement/rental agreement has been provided and verified:

Cashier Signature: \_\_\_\_\_