



Chester Public Utility District

WATER & WASTEWATER • CHESTER, CALIFORNIA

P. O. Box 503, Chester, CA 96020 | (530) 258-2171 | chesterpud.org

REQUEST TO TERMINATE SERVICE AND CLOSE ACCOUNT

Water and Sewer | To be completed and signed by the customer of record

Use **this form** when you are selling or transferring the property, or will otherwise no longer be the customer of record for this service address. It is your written request to end service in your name and close your account (CPUD Code §5-2.6.7).

Do not use this form to have the water turned off for winterization, repairs or while you are away. For that, use the Request to Turn Water Off or On. To have the meter removed or the property disconnected from the District system, call the office at (530) 258-2171.

1. CUSTOMER AND PROPERTY

Customer(s) of record

Service address

Assessor's Parcel Number (APN)

District account number

Telephone / email

Forwarding mailing address (for final bill and deposit refund)

2. REASON FOR TERMINATION

☐ **Sale or transfer of the property**

Escrow / title company:

Escrow number:

Expected closing / recording date:

New owner name (if known):

New owner phone (if known):

☐ **Other (explain below; requires General Manager review)**

Explanation (for example, transfer to a trust, estate of a deceased owner, foreclosure):

Supporting document attached (deed, letters testamentary, trust certification):

☐ Yes ☐ No

3. REQUESTED TERMINATION DATE

Date service in my name should end

For a sale, your account closes on the date the deed records with the Plumas County Recorder, or a later date you request. You remain responsible for all charges until your account is closed.

4. WHAT HAPPENS NEXT

- **Final meter reading.** The District reads the meter on the termination date. If it cannot be read that day, the first reading after that date is used (CPUD Code §5-2.5.1).
- **Final bill.** A closing bill for water and sewer service through the termination date is mailed to your forwarding address and is due on presentation (§5-2.5.2(b)). If the final billing period is less than one month, the bill will not be less than one month's fixed charge (§5-2.5.1(c)). Rates are those in effect under the District's current rate resolution.

- **Deposit.** Any deposit on the account is applied to the final bill. The remainder is refunded to your forwarding address, without interest (§§5-2.1.8(d), 6-4.1.9(d)).
- **Unpaid charges.** Unpaid water and sewer charges remain your responsibility after the account is closed and may become a lien on the property (§5-2.5.2(g), §6-4.4.2).
- **The new owner applies separately.** Accounts are not transferred or renamed. The new owner must apply for service in their own name and show proof of ownership (§§5-2.1.1, 5-2.1.2, 6-4.1.2). Your balance is never moved to the new owner’s account.
- **Water at the property.** If the new owner has applied for service, the water stays on. If no one has applied by the termination date, the District may turn the water off at the meter until the new owner applies.
- **Sewer service.** Sewer service cannot be discontinued while the property is connected to the District sewer system (§6-4.4.6). Sewer charges continue for the property and move to the new owner’s account when it opens.
- **The meter and curb stop belong to the District.** Only District staff may operate the curb stop in the meter box. Use the customer’s shut-off valve on your side of the meter (§§5-2.3.5, 5-3.1.3).

5. CUSTOMER CERTIFICATION

By signing, I certify that I am the customer of record for this account (or am authorized in writing to sign for the customer of record), and I request that service in my name end and my account be closed as stated above. I understand that I am responsible for all charges through the date my account is closed, and that I must notify the District in writing right away if the sale or transfer is delayed or does not close.

Signature:		Date:	
Print name:		Title (if entity / agent):	
Second customer signature:		Date:	
Print name:		Title (if entity / agent):	

If two or more people are customers of record on this account, each should sign (CPUD Code §5-2.1.3). An agent must attach the customer’s written authorization.

HOW TO SUBMIT THIS FORM

Save the completed form, sign it, and email it to Kelly Sanders, Billing Specialist, at ksanders@chesterpud.org. If your PDF viewer supports it, the button below will start the email for you. You can also mail it to P.O. Box 503, Chester, CA 96020, or bring it to the District office at 251 Chester Airport Rd., Monday through Friday, 8:00 a.m. to 4:30 p.m. (closed 12:00 to 1:00 p.m.). Questions: (530) 258-2171.

Email completed form to CPUD

DISTRICT USE ONLY

Date received / received by	
Ownership change verified (deed recording date / Rec. No.)	
Meter number / size	
Final read / date read	
Final bill amount / date mailed	
Deposit on hand / applied / refunded (check no.)	
New owner account number	
Water left on / turned off (date, by whom; Shut-Off and Restoration Log entry)	
Account closed in Inhance (date, by whom)	
GM approval (required for “Other”)	Signature: Date: