



**City of Fairfield  
Utility Billing & Collections  
5350 Pleasant Avenue  
Fairfield, OH 45014  
Phone: (513) 867-5370**

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Service Address: \_\_\_\_\_

I will be leaving on \_\_\_\_\_ and  
request my water be turned off at this time. I will be returning on or  
about \_\_\_\_\_.

I must contact the Utility Billing Office at least one (1) business day in  
advance to have services re-connected.

I understand I must be gone for a minimum of three (3) months in order  
to avoid a bill.

If I leave or return during a billing cycle, I realize I may be billed for a  
minimum bill. This applies if turned on for one (1) week or 1000 gallons  
of water is used.

\_\_\_\_\_  
Homeowner's signature

Account # \_\_\_\_\_

Service Order # \_\_\_\_\_