

Water Shut-Off Request Form

This form is to be filled out and delivered to management seven (7) days prior to the date your shut-off is request. All repairs are to be done by a licensed plumber. A copy of your plumbers license and driver's license must be submitted with this form as well as copy of any permits required. All permits must be placed on your door for the duration of the time the work is being done. You must also get the signatures of every resident who may be affected by the water being shut off, this means anyone in your stack of units (ie. 101, 201, 301, 401). If you are unable to get a hold of someone in your stack, record the time and dates you knocked on their door. Failure to perform any of the tasks above will result in your request being denied and fines will be assessed to your account. This is to ensure fair and safe living for all.

Owner Name requesting shut-off _____
Unit requesting water shut-off _____ Phone # _____
Date/Time requested shut-off _____

Please describe reason for your request and work to be done in your unit:

[illegible]

If you do not hear a confirmation from management three (3) days before requested shut off time, call or email management to verify the status of your request. If it is an emergency, please notify management immediately.

Owners Signature _____ Date _____

Please gather all signatures affected by water shut-off (use back page if needed)

Signature/Unit _____	Signature/Unit _____
Signature/Unit _____	Signature/Unit _____
Signature/Unit _____	Signature/Unit _____
Signature/Unit _____	Signature/Unit _____