



CUSTOMER SERVICE

Mayor Ronny Walker

Board of Aldermen
Carolyn Cage · District 1
Angela Mayfield · District 2
Jedd Lewis · District 3
Jim Pearce · District 4
Bruce Siegmund · District 5

Date: _____

Owner's Name: _____

Owner's billing address: _____

I, _____, owner of the property located at _____, Ruston, La., am hereby requesting that the utility account "cancel" revert to being billed in my name. I understand that if the property is vacant for six months or more, I will need to have it inspected with the City of Ruston Inspections department before it is occupied and before the utility services can be turned on.

By signing this form, I understand that I am authorizing the City of Ruston to "cancel" revert to owner on the utility account(s) listed above. I am responsible for any bills up to the cancellation date requested.

I understand that services will be disconnected same day as long as this notice is received in our office before 1pm Monday thru Friday. No weekend or holiday services provided. Any request received after 1pm will be processed the next business working day.

Please provide a photo ID along with this form to complete process.

Printed Name of Customer

Signature of Customer

Printed Name of CSR

Signature of CSR