

# The City of Leesburg

Phone: 229-759-6465 ~ Fax: 229-759-6249

[www.cityofleesburgga.com](http://www.cityofleesburgga.com)

<b>WORK ORDER #</b> _____
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## TEMPORARY SERVICE FORM

In order to receive Temporary Service with The City of Leesburg, there must be NO occupant and minimal usage for cleaning purposes ONLY.

No Trash Services unless requested.



\_\_\_\_\_ **CONNECTION** Service Start Date: \_\_\_\_\_

\_\_\_\_\_ **DISCONNECTION** Service End Date: \_\_\_\_\_

Landlord (Owner) Name: \_\_\_\_\_ Account #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

*If you do NOT have an account with us you will need to fill out a NEW ACCOUNT form and provide a copy of your Driver's License to keep on file.*

*Landlords(owners) that need water services for cleaning purposes will not be charged a deposit but will be expected to let their renter's know that they must come pay a deposit (\$200) and have the services put into their name as soon as they sign the lease.*

*If we are not informed that tenants have moved in and have not put the services in their name with-in 10 days the landlord will be responsible for the bill until such happens.*