



Water/ Sewer/ Trash Disconnect Request

City of Westworth Village – Utilities Department: 817-710-2505
311 Burton Hill Rd., Westworth Village, TX 76114

To submit a request for the city to terminate your utilities account, please fill out all fields below. Note, it is essential that the city receives your forwarding address, as final billing and a check for any remaining deposit refunds will be mailed to that address.

Requested Date of Disconnection: _____ Account Number: _____ - _____ - _____

Service Address: _____

Resident Name: _____ Owner Tenant

Owner: _____

Forwarding Address: _____

Email: _____ Phone #: _____

I, the undersigned, request for the City of Westworth Village to disconnect my city provided utility services on the above listed date. Additionally, I have provided a valid mailing address for necessary future correspondence to be sent.

Signature

Date

Name (Print)

FOR INTERNAL CITY USE ONLY

A. UTILITY DEPARTMENT

- Request Received by: _____ Date: _____
- Application Payment Received by: _____ Date: _____
- Entered into Incode Address Updated by: _____ Date: _____
- Disconnect or OCC Service Order Entered by: _____ Date: _____

B. RECORDS DEPARTMENT

Retention:

- UT5000-07 – Discontinuance of Service Records – Keep 1 year.

CONFIDENTIALITY REQUESTS

- UT5000-03a - If indication of confidentiality is made in a customer account history - Administratively valuable after indication made.
- UT5000-03b - If indication of confidentiality is not made in a customer account history – Keep until destruction of all records that contain personal information about the customer.