



## REQUEST FOR VACATION STATUS

DATE: \_\_\_\_\_

ACCOUNT # \_\_\_\_\_

NAME: \_\_\_\_\_

BEGIN VACATION: \_\_\_\_\_

I hereby request the above account to be placed on Vacation Status. I agree to all provisions of Section 7.07, D of Trinity Bay Policy as set forth in Resolution-02-08.

- D. A patron may place his or her account on vacation status no more than twice per year. Such status shall reduce the minimum base bill to \$10.00 per month. Such rate is necessary to offset ongoing meter reading expenses.

Said vacation status shall stay in effect until such time as water is used or the patron calls and requests that the account be made active.

If, during the reading of the meter, it is observed that water has been used during the billing cycle, the customer's account will be placed back on active status and that patron will be charged a full month on active status.

In order to place an account on vacation status, the patron must complete the necessary form or forms provided by the district prior to the next billing period.

Vacation status will begin at the start of the next billing period. No patron of the Department shall be entitled to any refund of the unexpired portion of any month for which a charge has been made by reason of placing the account on vacation status in keeping with Section 7.02 of this policy.

Signed \_\_\_\_\_

TBCD CSR \_\_\_\_\_

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