

City of Lake Helen  
PO Box 39 • 327 South Lakeview Drive  
Lake Helen, Florida 32744  
386•228•2121 fax 386•228•9714

**CUSTOMER WATER SERVICE REQUEST**

**NEW CUSTOMER SERVICE**

Request Date: \_\_\_\_\_ Start Service Date: \_\_\_\_\_

Account Name: \_\_\_\_\_

Drivers License # : \_\_\_\_\_ Copy Received: [ ]

Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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

Check one: [ ] Owner [ ] Renter Paid: [ ] Cash [ ] Check

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

Water Meter Reading: \_\_\_\_\_ [ ] New Card Completed [ ] Entered in Database

*PER CITY OF LAKE HELEN CODE OF ORDINANCES, ARTICLE 5, SECTION 5.03.06,C,G: The owner of said property is responsible for the water billing from the time of the disconnect date until either the new owners or new renters remit the necessary water deposit to the City.*

**CUSTOMER DISCONNECT SERVICE**

Request Date: \_\_\_\_\_ Disconnect Date: \_\_\_\_\_

Account Name: \_\_\_\_\_

Account #: \_\_\_\_\_ Sequence #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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

Check one: [ ] Owner [ ] Renter

Forwarding Address: \_\_\_\_\_

Water Meter Reading: \_\_\_\_\_ [ ] Card Final Reading [ ] Entered in Database

If Account is the Homeowner: Is the property being sold? [ ] Yes [ ] No

If Yes; Closing date: \_\_\_\_\_ New Owners: \_\_\_\_\_

If Account is a Renter; Landlord/Owner's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ [ ] Phone Request