



CITY OF LANCASTER
UTILITIES COLLECTION OFFICE
 104 E. Main Street, PO Box 1099
 Lancaster, OH 43130-0819
 (740) 687-6627 Phone (740) 681-5040 Fax

utilities@ci.lancaster.oh.us

VACATION FORM

Account Number: _____ Date of Request: _____

Customer Name: _____

Address: _____

Mailing Address (if different): _____

Emergency Phone # or local contact person: _____

Effective February 1, 2005, residential customers who vacation for a long period of time are eligible to receive credit for water, wellhead, sewer, and sanitation/landfill charges. However, your water meter must register zero usage for a minimum of two (2) and a maximum of six (6) consecutive months to qualify. Customer may not obtain more than one (1) credit per calendar year or within a twelve month period. The customer must complete and sign this form prior to leaving and upon returning for credit eligibility.

_____ Date of Departure

_____ Customer Signature

_____ Date of Return

_____ Customer Signature

Water will be off at: Meter Curb Sanitation / Landfill

Office Use Only	
Amount of credit upon return: \$	Water
\$	Sewer
\$	Wellhead
\$	Sanitation
\$	Landfill
\$	TOTAL
Changed by: _____	Date: _____
Approved by: _____	