

**PROPERTY OWNER'S REQUEST FOR WATER SHUT-OFF**

Oakland County Water Resources Commissioner, 2636 Dixie Highway, Waterford, MI 48328

Phone: 248/858-1110, Fax: 248/858-8162

SERVICE ADDRESS: \_\_\_\_\_

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

CITY, VILLAGE, OR TOWNSHIP: \_\_\_\_\_

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

I request that: (choose only one)

- Water service be restored only by my instruction (account must be current)
- Water service be restored upon payment of the delinquent balance due as of the date of this form
- Water service be restored if a payment arrangement is made with WRC  
(Arrangements require down payment of at least 10% of the delinquent balance and up to 8 months of future payments to reduce the delinquency)

**PROPERTY OWNER'S INFORMATION**

Copy of Photo ID Required to Verify Ownership (Ownership will be verified with Oakland County Property Gateway)

Name (please print) \_\_\_\_\_

Phone \_\_\_\_\_

E-mail address (optional) \_\_\_\_\_

Mailing Address For Copy of Bill (required) \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

**Management Company Representing Property Owner:****Note: Management company must provide authorization from property owner for water shut-off. Ownership will be verified to Oakland County Property Gateway, unless the management company can provide legal documentation proving that there has been a recent change in ownership.**

Name (please print) \_\_\_\_\_

Phone number \_\_\_\_\_

E-mail address \_\_\_\_\_

**OCCUPANT'S INFORMATION**

Name (please print): \_\_\_\_\_

Phone: \_\_\_\_\_

Please return this request to [wrcbilling@oakgov.com](mailto:wrcbilling@oakgov.com).

You must include a copy of your photo ID so that we can verify you are the property owner.

**PAYMENT INFORMATION**

To execute this request, a \$20 non-refundable fee must be paid. This fee will be applied to the \$75 trip charge that is billed for shutting off the water. You can make this payment by credit/debit card or e-check online at [oakgov.com/water](http://oakgov.com/water) or by calling us at 248-858-1110. For automated payment service, please use option 1. For cash payments, please take note of the PayNearMe locations listed on our website. Check payments may be mailed to WRC, One Public Works Drive, Waterford, MI 48328 or you may use our 2636 Dixie Highway drop box located in the parking lot. No payments are accepted in the office. Upon receipt of your completed form, we will monitor the account for your \$20 payment for up to 14 days.

**\$20.00**  CASH  CHECK  CREDIT CARD WRC USE ONLY: Received by: \_\_\_\_\_ Date: \_\_\_\_\_**I understand that any unpaid debt remains the responsibility of the property owner.**\_\_\_\_\_  
Signature\_\_\_\_\_  
Print\_\_\_\_\_  
Date