



City Offices
 201 Ash Avenue SW
 Montgomery, MN 56069
 Phone: 507.364.8888
 Fax: 507.364.5371
 Email: general@cityofmontgomerymn.com
 Website: www.cityofmontgomerymn.com

Snowbirds/Vacation Request Form

*PLEASE COMPLETE AND RETURN THE SNOWBIRDS/VACATION REQUEST FORM ALONG WITH **\$80.00** TO THE CITY OF MONTGOMERY AT LEAST 10 BUSINESS DAYS BEFORE THE DATE OF THE DISCONNECTION.*

TODAY'S DATE:	DISCONNECTION DATE:
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CITY UTILITY ACCOUNT NUMBER:	NAME ON CITY UTILITY ACCOUNT:
CITY UTILITY SERVICE ADDRESS:	

EMERGENCY CONTACT NAME:	EMERGENCY CONTACT PHONE NUMBER:
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I WILL BE LEAVING THE CITY OF MONTGOMERY FOR MY WINTER/SUMMER RESIDENCE ON _____

AND PLAN TO RETURN ON _____.

PLEASE CALL CITY HALL BEFORE YOU ARRIVE HOME TO CONFIRM YOUR RETURN DATE.

PLEASE FORWARD THE UTILITY BILL AND ALL CORRESPONDENCE FROM THE CITY OF MONTGOMERY TO:

NAME (IF DIFFERENT FROM ABOVE):	ADDRESS	CITY	STATE	ZIP

THE CITY OF MONTGOMERY WILL BE DISCONNECTING AND RECONNECTING YOUR SERVICE ON THE DATE YOU HAVE SPECIFIED ABOVE. IF YOU NEED TO MAKE CHANGES TO THESE DATES, YOU WILL NEED TO COMPLETE A REVISED FORM AND SEND IT BACK TO THE CITY OF MONTGOMERY VIA US MAIL, FAX OR E-MAIL.

DISCLAIMER NOTICE: I UNDERSTAND THE CITY OF MONTGOMERY IS NOT RESPONSIBLE FOR THE WINTERIZATION OF THE PROPERTY WITH THIS NOTICE OF DISCONNECTION. I UNDERSTAND THAT I AM RESPONSIBLE FOR MY PROPERTY WHILE I AM ABSENT. IF MY SERVICE LINE IS UNABLE TO BE SHUT-OFF IN THE STREET, I WILL BE CHARGED THE MONTHLY BASE FEES AND THE ADMINISTRATIVE FEES BE APPLIED TO MY ACCOUNT.

SIGNATURE	DATE
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FOR OFFICE STAFF ONLY		
DISCONNECTED BY:	DATE AND TIME:	ISSUES:
RECONNECTED BY:	DATE AND TIME:	ISSUES:
UPDATE BANYON MAILING ADDRESS:	INACTIVATE ACCOUNT IN BANYON:	REACTIVATE ACCOUNT IN BANYON: