



# LINCOLN PARK WATER DEPARTMENT

34 CHAPEL HILL ROAD

LINCOLN PARK, NJ 07035

Phone (973) 270-2055 Fax (973) 270-2064

Email: water@bolp.org

## REQUEST TO HAVE WATER SERVICES TURNED ON and/or OFF

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

ACCOUNT #: \_\_\_\_\_ SERVICE LOCATION: \_\_\_\_\_

NAME OF PERSON MAKING THE REQUEST: \_\_\_\_\_

**\*REQUEST MUST BE REQUESTED BY THE PROPERTY OWNER. PROOF OF IDENTIFICATION IS NEEDED. YOUR NAME MUST BE LISTED ON ACCOUNT IN ORDER TO COMPLETE REQUEST.**

### PLEASE READ THE FOLLOWING AND CHECK OFF BOXES

I understand that there is a charge per request for water services to be turned on and/or off. Charges will be directly applied to the account.

Charges:

During regular business hours: \$25

Outside of regular business hours: \$100

I understand that once water/sewer services are active there will be at least a minimum charge each quarter. There is a minimum bill due even if there is little or no usage. Please visit our website for the current water rate.

I understand that it is required for someone to be at the property in case of any leaks at the time of turn on.

I understand that in order to process my request, form must be submitted at least 3 business days in advance.

I understand that there is a charge of \$25 per request to turn on or off.

Requesting water to be **TURNED ON**. DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Requesting water to be **TURNED OFF**. DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

**REGULAR BUSINESS HOURS:** MONDAY-FRIDAY 7:30am-2:15pm

**SUMMER BUSINESS HOURS:** (Memorial Day-Labor Day) Monday-Thursday 7:00am-2:15pm and Friday 7:00am-11:15pm

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

-----OFFICE USE ONLY-----

TURNED ON DATE: \_\_\_\_\_ INVOICE SENT: \_\_\_\_\_ PAID: \_\_\_\_\_