



## Request to Terminate Utility Service

Richland County Utilities (RCU) customers may complete and submit this form in order to terminate their utility service. Completed forms can be printed and returned in person to 7525 Broad River Road, Irmo, SC, 29063, or emailed to [RCU\\_Service@Richlandcountysc.gov](mailto:RCU_Service@Richlandcountysc.gov).

Utility Service Being Disconnected: \_\_\_\_\_ Water: \_\_\_\_\_ Sanitary Sewer Service

Customer Name (print): \_\_\_\_\_ Telephone #: \_\_\_\_\_

Account Number: \_\_\_\_\_ Social Security #/EIN: \_\_\_\_\_

Effective Date of Utility Service Termination (Closing Date or Move Out Date if Tenant): \_\_\_\_\_  
(Termination of service and final meter readings, if applicable, will occur within 5 business days of the Effective Date)

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

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

If **tenant** in the home and renting from the owner please provide: Owner's Name \_\_\_\_\_

Owner's Phone # \_\_\_\_\_ Owner's Address \_\_\_\_\_

If **tenant** in the home and renting from a management company: Management Co. Name: \_\_\_\_\_

Management Co. Phone # \_\_\_\_\_ Management Co. Address \_\_\_\_\_

If **selling** your home: Closing Date: \_\_\_\_\_ Attorney Doing Closing: \_\_\_\_\_

I hereby request that Richland County Utilities terminate the above referenced utility service on the prescribed date. I am aware that I am responsible for any and all outstanding balances and the final bill. I will make payment by the due date, as shown on the final bill, and I agree that I shall be responsible for any and all costs associated with non-payment of outstanding balances. I agree and understand that Richland County has the right pursuant to the South Carolina Setoff Debt Collection Act to collect any sum due and owed through offset of my state income tax. If Richland County chooses to pursue debts owed through the Setoff Debt Collection Act, I agree to pay all fees and costs incurred through the setoff process, including fees charged by the Department of Revenue.

Account Holders Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **FOR INTERNAL USE ONLY**

Date request received: \_\_\_\_\_ Received by: (RCU Personnel): \_\_\_\_\_

Final Meter Reading (If applicable): \_\_\_\_\_ Date of Service Termination: \_\_\_\_\_