

## Steps for completing and submitting a fillable form.

1. To complete the form online
  - a. Open the form you wish to submit
  - b. Complete the required fields (highlighted in red)
  - c. Electronically sign the form. Follow the instructions in your email once you have completed the form to confirm the signature.
  - d. Once you sign the form, it will be emailed to the appropriate staff member. They will sign that they received the form. You will receive email notification of this step, at which point in time you can choose to download the completed form for your reference.
  - e. Once reviewed, you will be advised that the has been completed.
  
2. To complete the form manually
  - a. Download the form you wish to submit
  - b. Complete the required fields (highlighted in red). ***All required fields must be completed to process the form.***
  - c. Sign the form.
  - d. Return the completed and signed for to City Hall. You can either mail the form or drop it off at the reception desk.
  - e. Once reviewed, you will be advised that the has been completed.

CITY HALL  
106 DORMAN STREET  
HARRINGTON, DE 19952



302-398-3530 PHONE  
302-398-4477 FAX  
HARRINGTONDELAWARE.GOV

*Where Delaware Comes Together*

Date:

Property Owner's Name

Mailing Address:

Phone Number:

Property Address:

Map/Parcel:

Utility Account:

I wish to disconnect from water and sewer service provided by the City of Harrington. I understand that I will lose the EDU (equivalent dwelling unit) credit for the last known use and will no longer be a customer for utilities. It is further understood that if services are to be reinstated, the property owner will be responsible for paying any and all applicable fees (impact fees, connection, meters, etc.) associated with the service reinstatement. I understand costs associated with reinstatement of said utilities must be disclosed for any property settlements.

Property Owner Signature

Date of Request

---

Staff Use Only

Forward to Public Works to remove utility meter & disconnect

Copies placed in: property file and utility file

Inset notes in utility account system and change account to inactive

Action taken by:

Date: