

**UTILITY SERVICE REQUEST FORM**  
**Municipality of Pembina - Utility Department**

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**Instructions:**

Please complete all applicable sections and submit to administration via email, in person, or upload. Allow 3–5 business days for processing unless marked urgent. Incomplete forms may delay processing.

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**SECTION 1 - ACCOUNT HOLDER INFORMATION**

**Full Name:**

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**Service Address:**

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**Mailing Address (if different):**

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**Phone Number:**

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**Email Address:**

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**Utility Account Number:**

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**SECTION 2 - SERVICE REQUEST TYPE**

*(Select all that apply)*

- ☐ High Water Usage Review/Investigation
  - ☐ Water Shut Off Request
  - ☐ Final Read (Moving Out)
  - ☐ New Read (New Occupant)
  - ☐ New Utility Connection (New Build)
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### SECTION 3 – ADDITIONAL DETAILS

*Please complete the relevant section(s) based on your request.*

#### A. High Water Usage Review/Investigation

- Reason for request: \_\_\_\_\_
- Approximate date issue was noticed: \_\_\_\_\_

#### B. Water Shut Off

- Requested Shut Off Date: \_\_\_\_\_
- Reason: \_\_\_\_\_
- Access to meter area granted? ☐ Yes ☐ No

#### C. Final Meter Read / Account Closure

- Move-Out Date: \_\_\_\_\_
- Forwarding Address for Final Bill: \_\_\_\_\_
- New Owner/Tenant (if known): \_\_\_\_\_

#### D. New Meter Read / New Account Setup

- Move-In Date: \_\_\_\_\_
- Legal Owner Name (if different): \_\_\_\_\_
- Ownership Type: ☐ Owner ☐ Tenant
- Proof of Ownership/Occupancy Attached? ☐ Yes ☐ No

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### SECTION 4 – AUTHORIZATION & SIGNATURE

I certify that the information provided is true and complete to the best of my knowledge. I authorize the Municipality to perform the services as requested.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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#### OFFICE USE ONLY

Date Received: \_\_\_\_\_

Processed By: \_\_\_\_\_

Service Completed On: \_\_\_\_\_

Notes: \_\_\_\_\_

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