



Request to Close Utility Account

1121 Lake Park Blvd N, Carolina Beach, NC 28428

Phone: 910-458-2983 Email: info@carolinabeach.org

Name: _____

Service Address: _____

Date Account to be Closed: _____

Forwarding Address: _____

City: _____ State: _____ Zip Code: _____

Landlord/Property Owners Name: _____

Are you an owner or a tenant? _____

Please note that if you are an owner, you must provide the closing disclosure or recorded deed to officially close the account out of your name and put into new owner's name. The account will be closed based off disbursement date.

I authorize the Town of Carolina Beach to close my water and sewer account on the date listed above. Please note that all bills are billed based off usage and a final bill mailed after this request is requested due to bill cycle dates. I understand that if there was a deposit paid on my account, it will be applied to the final bill and any monies due back to me will be mailed to the forwarding address listed above. Deposits will be refunded 30 days after account is closed if balance is greater than \$5.00.

Signature: _____ Date: _____