



A Division of  
 MidCity Property Services (Pty) Ltd  
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 Website: [www.midcityutilities.co.za](http://www.midcityutilities.co.za)

## Discontinuation Notice: Electricity / Water Supply

Kindly complete this form and return it to our office

<b>Premises to be vacated:</b>	<b>Shop/Office/Flat/Unit No:</b>
<b>Vacating/disconnection date:</b>	<b>Account Reference No:</b>

<b>Titles Owner/Tenant's Name:</b>	<b>Titles Owner/Tenant's Surname:</b>
<b>Identity No:</b>	

<b>Future Residential Address:</b>	
<b>Future Postal Address:</b>	

<b>Contact No: (Residence)</b>	<b>Contact No: (Business)</b>
<b>Email Address:</b>	

<b>Additional Contact Person:</b>	
<b>Tel Number of Contact Person:</b>	

Please complete the following: *(this form must be accompanied with proof of banking details of the Title Owner/ Tenant ; bank statement / bank confirmation letter)*

<b>Name of Account Holder:</b>	
<b>Bank:</b>	
<b>Branch Name:</b>	
<b>Account Number:</b>	
<b>Type of Account :(cheque/savings)</b>	

I the undersigned \_\_\_\_\_  
 in my capacity as the Title owner/Tenant of the above mentioned Shop/Office/Flat/Unit, hereby give notice that I will be vacating the premises as specified above and I am duly authorized to depose hereto. I understand that: a final account will be determined according to the meter reading taken on the vacating date; the final account and arrears (if any) will be recovered from my risk deposit; only the difference (if any) will be refunded and that should there be an outstanding amount owing the client remains responsible for the account until paid in full.

The final payment must reach Khwela Power / Midcity Utilities within 5 (five) working days after receipt of your final account.

As per your signed contract (clause 1.10) this discontinuation notice must be submitted at least 30 days before disconnection of services is required. Should this notice not be issued within 30 days to us we may at our discretion charge an administrative fee for the late administration of your disconnection.

The deposit refund process starts on the 1<sup>st</sup> working day of each month.

The deposit refund process takes between 7 – 21 working days to be completed, provided that notice was given before vacating the premises, otherwise your deposit refund will be processed the following month.

I the Title Owner/ Tenant, declare that the information I have given in this application form is true and correct to the best of my knowledge.

I hereby acknowledges the contents of and accepts the Terms on this form.

\_\_\_\_\_  
Date