



## Demolition Letter Request Form

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

### Demolition Procedure

1. Applicant must complete and submit a Demolition Letter Request Form at the above address or email to [Delta.Tucci@unitedwater.com](mailto:Delta.Tucci@unitedwater.com) **prior to shut-off and meter removal.**
2. Applicant must contact United Water Toms River's (UWTR) Customer Service at 1-877-565-1456 to finalize the existing account and schedule an appointment for UWTR to remove the meter from the property.
3. Once the account is finalized and the meter is removed from the property, the applicant is required to disconnect the water service on the property. The applicant shall contact UWTR (732-349-0227x3028) a minimum of 48 hours in advance to schedule the inspection of the disconnection (cut & cap) of the water service on the property. **A UWTR representative must witness the disconnection (cut & cap) of the water service to obtain a Demolition Letter.**
4. After the disconnection is completed and witnessed by a UWTR representative, a Demolition Letter will be issued by UWTR to the applicant within 5 business days thereafter.

Property Owner Name: \_\_\_\_\_ Agent Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_ Agent Address: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_ Agent Phone: \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Block: \_\_\_\_\_ Project Lot: \_\_\_\_\_

Description of building to be demolished: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_ Area of Building (Square Feet): \_\_\_\_\_

Date and Time for Disconnection (Cut & Cap) of Water Service: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

For UWTR Purposes Only

Service No. \_\_\_\_\_

NB Investigation No. \_\_\_\_\_