

SECTION 7. NOTICES

The following regulations shall be observed when either an applicant or customer, as appropriate, gives notice to the Authority and when the Authority gives notice to an applicant or customer.

- A. Applicant, customer notices. The applicant or customer shall give to the Authority written notice at the office of the Authority or shall notify the Authority in person or by telephone on the following matters:
1. Application for service, including temporary service.
 2. Request to either turn-on or terminate service; if notice is to terminate service, then a forwarding address shall be supplied.
 3. Request for a meter for private water supply.
 4. Request for a meter accuracy test.
 5. Disputed utility bill.
 6. Change in mailing address if different than that of the premises.
 7. Request for change in service, notice of complaint, notice of mailing address change, notice for a service connection, or request for a line inspection.
- B. Utility notice. The Authority shall give to the applicant or customer, as appropriate, written notice at the last known mailing address on the following matters:
1. Amount of bill due.
 2. Failure to observe a regulation.
 3. Scheduled temporary shutdown for repairs, improvements.
 4. Termination of service.

In an emergency or when conditions warrant, the Authority may give notice either by phone or in person.