



Village of Monroeville  
21 N Main St. P.O. Box 156  
Monroeville, OH. 44847  
Ph: 419-465-2922 Fax: 419-465-2259  
[AdminOffice@MonroevilleOhio.com](mailto:AdminOffice@MonroevilleOhio.com)  
<http://www.MonroevilleOhio.com>

**REQUEST FOR WATER METER SHUT-OFF**

Request made by: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Time: \_\_\_\_\_

Location of request: \_\_\_\_\_

Contact person for shut-off: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Acct. #: \_\_\_\_\_

**WATER SERVICE FEE: \$25.00**

.....  
**OFFICE USE ONLY**

Last water read: \_\_\_\_\_

Request taken by: \_\_\_\_\_  
NAME

Faxed to Water Department: \_\_\_\_\_  
DATE TIME

.....  
**WATER DEPT. USE ONLY**

WATER METER SHUT OFF: \_\_\_\_\_  
Date Time

METER SHUT OFF BY: \_\_\_\_\_  
Name Date

WITNESSED BY: \_\_\_\_\_  
Name Date

ADDITIONAL COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

.....  
FAXED COMPLETED REQUEST TO ADMIN. OFFICE BY: \_\_\_\_\_  
NAME

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_