

COMMISSIONERS  
MARY JANE MANELLA  
GEORGE PASTORINO



## JUSTICE-WILLOW SPRINGS WATER COMMISSION

7000 SOUTH ARCHER ROAD  
JUSTICE, IL 60458-1196  
PHONE: 708-458-7010  
WWW.JWSWC.ORG

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### TEMPORARY WATER SHUT OFF REQUEST

Please complete ALL information below and return via email [agnesk@jswswc.org](mailto:agnesk@jswswc.org)

**PLEASE READ THIS IN ITS ENTIRETY. IN ORDER FOR SHUT OFF TO TAKE PLACE WE NEED THE FOLLOWING, THE FAILURE TO PROVIDE THE BELOW INFORMATION WILL DELAY YOUR TERMINATION REQUEST.**

**PLEASE NOTE THE JUSTICE-WILLOW SPRINGS COMMISSION FIELD STAFF ARE THE ONLY ONES ALLOWED TO SHUT OFF THE SERVICE. IF WE ARE NOT CALLED AND NOTIFIED THAT YOUR SERVICE NEEDS TO SHUT OFF OR TURNED ON A FINE UP TO \$1500.00 WILL BE APPLIED TO YOUR ACCOUNT.**

Whether you leave the water service on, or have it shut off at the BBOX, please remember you are responsible for ensuring all systems in your home are adequately protected from damage that can occur during your extended absence/reconstruction of your property. If you are not sure how to properly secure your plumbing, water heater, water softener or any other appliance, please seek advice from a licensed plumber.

**You may be required to be on site when the water is shut off or turned on.**

No water service will be available, and no monthly billing or meter readings will be calculated when the service is terminated. You will receive a bill for water service received in the month prior of the termination. Our billings are for the previous month's use and service.

Are you the owner of the property? (Circle One)      YES      NO

Name: \_\_\_\_\_

Address of property: \_\_\_\_\_

(Circle One)      Burr Ridge      Justice      LaGrange      Willow Springs

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date for Shut Off: \_\_\_\_\_

Reason for Shut off: \_\_\_\_\_

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Do you have a day that the water will be reinstated?

Date: \_\_\_\_\_ Approx Time: \_\_\_\_\_

I understand that there will be a \$25.00 turn off fee for shutting the water off as well as a \$25.00 for the water to be reinstated. **The \$25.00 turn off fee is needed prior to the shut-off.** \$25.00 will be required when the water is turned back on and will be added to your account and expected to be paid when service is turned back on.