



Town of Harwich  
Water Department

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**SEASONAL LOCKBOX REQUEST FORM**

Date: \_\_\_\_\_ Account # \_\_\_\_\_  
Owner Name: \_\_\_\_\_ Owner Phone: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Owner Email: \_\_\_\_\_

**INSTALLATION AUTHORIZATION**

Please select a 4-digit combination number and password.

**Combination Number** \_\_\_\_\_

**Security Password** \_\_\_\_\_

If you forget your combination number, we will not release it to you without security password verification.

Lockbox Location: We will mount the box near the electric meter if possible. The exact location will be on file.

The Water Department will provide and install a lockbox for seasonal accounts that require a key for access to the water meter area. Currently there is no charge for the lockbox or installation, but this is subject to change. Please be advised that maintaining the provided lockbox and/or contents or arranging other means of access is the responsibility of the homeowner thereafter. A two-week notice is required for turn on/off and it continues to be our policy to NOT make appointments for this type of service.

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SEASONAL ACCOUNT POLICY:**

- A two-week notice is required for both turn on and turn off.
- No appointments are made for this type of service.
- A lock box will be provided and installed at your property at no cost to you. This may be subject to change.
- You will be required to provide a key and the necessary access information for the lock box at the premises.
- Lock box combination will only be released to the homeowner by security password verification.
- There is a \$100 out-of-rotation fee for turn on/off with no notice. Service will be performed outside of work hours.
- The charge for seasonal turn on/off is \$50 each visit. These charges will be included on your Spring and Fall water bill.
- Seasonal charges may be billed prior or after actual turn on/off due to billing automation.
- If you wish to cancel the seasonal service, please contact our office so we can remove the automatic billing feature.