

# Disconnection Authorization Form

Please submit your completed form via email to Enova Power's Engineering Department at [engineering@enovapower.com](mailto:engineering@enovapower.com).

Service Address: \_\_\_\_\_.

*Please note, if the service address is in the City of Waterloo or the Township of Woolwich, and you are planning to demolish the building, you must include a Demolition Tracking Sheet with your application form. The City of Waterloo's sheet can be found [here](#) and the Township of Woolwich's form can be accessed [here](#).*

I, \_\_\_\_\_ being the owner of the above mentioned property, authorize Enova Power., to disconnect the power.

Reason: \_\_\_\_\_ I certify that no other person will be adversely affected by this disconnection i.e. all tenants and or persons have vacated the property.

**I authorize disconnection at the (choose only one method)**

- Pole -** Permanent disconnect and removal of service to the property.
- Meter-** Disconnect at meter only – service to the property will remain.

I understand that if I decide to have power at this location again, it will be treated as a new service and all connection and other installation fees, Electrical Safety Authority (ESA) Inspections and site layouts will be required. If I decide to have power restored, the ESA must inspect and approve it before Enova can reconnect.

**NOTE:** If power has not been reconnected within 6 months from the date that it was cut off, Enova reserves the right to permanently disconnect the service and remove all hydro service to the property. If I decide to have power at this location again after this has been done, it will be treated as a new service and all connection and other installation fees, ESA Inspections will be required.

Electrical Meter Number: \_\_\_\_\_ Location:      Outside      Inside (Provide Access)

I would like the power disconnected on (date): \_\_\_\_\_ (please provide a minimum of one week's notice)

Enova Account Number: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Enova Power requires confirmation of a permanent disconnect within 60 days of the disconnect request date for confirmation of booking and vacancy of tenants property.

For Enova internal use:

Engineering Technician Signature: \_\_\_\_\_ Date of Site Visit: \_\_\_\_\_

Service Crew(s) Signature: \_\_\_\_\_ Date of Disconnection: \_\_\_\_\_

ENGINEERING INITIALS	OPERATIONS/METERING INITIALS	BILLING INITIALS	GIS INITIALS	CONTROL ROOM INITIALS	ENGINEERING INITIALS	OPS FOR FILING INITIALS
-------------------------	---------------------------------	---------------------	-----------------	--------------------------	-------------------------	----------------------------