



Gayle A. Smolinski Mayor
Patty Burns Village Clerk

EXTENDED LEAVE FORM

Please return completed form to Village of Roselle, 31 S. Prospect St.

Acct #: _____ Address: _____

Name: _____ Phone #: _____

Address & phone # where you will be staying: _____

Local emergency contact & phone # _____

Leaving Date: _____ Est. Date of Return: _____

Will you be disconnecting phone service? Yes No

If you are disconnecting your phone service, we will need to check the type of reading device at your location. If you have a telephone reading device we will need to install a radio reading device in order to obtain readings. Otherwise you will receive estimated readings which are based on a 12 month consumption history.

Will you be returning for any period of time, ie. Christmas? Yes No

If yes, please give us the dates you will be returning and when you will be leaving again

You are able to access your account and make payments on-line. Visit our website at www.roselle.il.us, click on ONLINE BILL PAY and follow the instructions.

Please be sure and notify us when you return.