**BOROUGH OF MANASQUAN**

DEMO PROCEDURE – WATER-SEWER

1. TURN WATER OFF AT THE STREET. REQUIRED FORM IS INCLUDED WITH THIS PACKET.
2. DRAIN THE HOUSE.
3. DISCONNECT WATER METER AND OUTSIDE REMOTE SENSOR.
4. CUT AND CAP THE WATER AND SEWER LINES. **WHILE THE DITCH IS STILL OPEN, CALL THE DPW AT (732) 223-0369 FOR THE REQUIRED INSPECTION**. **(NO INSPECTION = NO DISCONNECT LETTER!)**
5. TURN WATER METER AND REMOTE OVER TO THE DPW INSPECTOR OR YOU MAY TURN IT IN TO THE BILLING OFFICE AT BOROUGH HALL. **(NO METER = NO LETTER)**
6. THE DPW WILL ISSUE A REPORT TO THE WATER/SEWER COLLECTOR WHO WILL THEN ISSUE YOUR DISCONNECT LETTER. THE LETTER WILL BE HELD AT THE TAX OFFICE WINDOW FOR PICKUP.