



EXTENSION REQUEST FORM

General Guidelines

- Payment extensions are permitted once every six (6) months.
- Payment must be received within ten (10) calendar days of approval.
- Default under this agreement will result in disconnection of utility services without additional notice and a \$50.00 administrative fee.
- If payment is not received within ten (10) calendar days, any deposit on file shall be applied to the outstanding balance. A new deposit will be required to restore service.

Customer Information

Name: _____

Account: _____

Service address: _____

Telephone #: _____

Email: _____

Amount Due

Amount Due: \$_____

Extension Payment Due Date: ____/____/____

Please Sign and Date Below

Customer Signature: _____ Date: _____

Return Completed Form by Email, Mail or In Person:

utilities@keenetx.com

City of Keene – Utilities

1000 N. Old Betsy Rd

Cleburne, Texas 76031

Phone: 817-641-3336 | www.keenetx.com