



# Disconnection Form

30-day notice is required in writing.

Dear Valued Customer,

This letter and form are to confirm your request to discontinue our monitoring/hosting services. Written confirmation of your desire to disconnect is required. We ask you to complete, sign and return this form to us via email [billing@associatedsecuritycorp.com](mailto:billing@associatedsecuritycorp.com) or mail to our corporate office 16 Pitkin St, East Hartford, CT 06108. Please make attention to (Accounts Receivable).

Upon receipt of the signed document, we will cancel the services you requested below, for the address noted below. Your account or the services selected below will be processed as a cancellation.

In the event we do not receive this signed confirmation letter, your account will remain active and will continue to be monitored. **Your prompt attention is necessary.** If you have any other questions, please contact (Accounts Receivable) at 1(860) 528-9674 or 1(800) 842-8446.

We appreciate your business and hope you will choose to do business with us again in the future.

Name on Account:  Phone #:

Billing Account #:  Monitoring Account #:

**CANCELING:** Fire Monitoring:  Burg Monitoring:  O/C Reports:  Cellular:

Security Passphrase **(REQUIRED)**:

Today's Date:  Disconnection Date:

Service Address: City/State/Zip:

Reason for Disconnection:

**Signature (REQUIRED)**:

**IF MOVING: Please provide the person we may contact to discuss proper operation of the alarm system.**

We would greatly appreciate the name of the tenants or owners who may be moving into your former home or office space so we can contact them to discuss proper operation of the system.

Name/ Phone (incl. area code):

**\*BELOW FOR OFFICE USE ONLY\***

**SIGNATURE OF EMPLOYEE**

**CELLULAR:**  
Date canceled: \_\_\_\_\_ Canceled Cellular : Yes.  No.  \_\_\_\_\_

**JOBBER:**  
Date canceled: \_\_\_\_\_ Canceled in Jobber: Yes.  No.  \_\_\_\_\_

**BILLING:**  
Date canceled: \_\_\_\_\_ Canceled in Billing: Yes.  No.  \_\_\_\_\_

**CENTRAL:**  
Date canceled: \_\_\_\_\_ Canceled in Central: Yes.  No.  \_\_\_\_\_