REQUIREMENTS FOR UTILITY SERVICES

1. *Customer needs to provide*

   a. Deed or proof of ownership for home owners (realtors have proper forms needed)
   b. Lease Agreement or Landlord form (available in our office) for rental customers
   c. Housing Authority form (completed by case worker and faxed to our office) for housing assisting customers
   d. Plumbing permit for new water/sewer taps

2. *Identification (applicant and joint applicant)*

   a. Must be 18 years of age
   b. Social Security card (alternatives other than social security cards; W-2 forms, Medicare card)
   c. Current driver's license or valid picture ID
   d. Tax ID number for commercial accounts

3. *Signatures*

   The person(s) on the lease agreement/deed must be the one opening the account and must be present to sign work orders

4. *Utility Deposits and Service Fees*

   a. Water Deposit: $50.00 Residential $200.00 Commercial
   b. Gas Deposit: $50.00 Residential $200.00 Commercial
   c. Turn on fees: $20.00 per service
   d. Late fees: $10.00
   e. Trash Deposit: one month's service fee for one container based on frequency of collection *(Commercial Only)*
   f. In office payments by cash, check, or money order only

5. *Schedule of Fees – Charges and Penalties*

   a. Re-reads; no charge for the first re-read: $20.00
   b. Illegal reinstatement of disconnected service: $15.00
   c. Straight connection removal: $30.00
   d. Meter reinstallation on straight connection: $10.00

6. The *Service Application* must be completed providing all the information above

7. *Customers with delinquent accounts either classified as a write off/bad debt account will need to pay the amount due prior to activating new services.*

The account will not be activated unless ALL required information is provided.

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