



## UTILITY SERVICES REQUEST

ACCOUNT NUMBER \_\_\_\_\_

REQUEST DATE \_\_\_\_\_

NAME \_\_\_\_\_

RESIDENTIAL \_\_\_\_\_

SERVICE ADDRESS \_\_\_\_\_

COMMERCIAL \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

(if different from service)

GAS

WATER

SEWER

NEW SERVICE \_\_\_\_\_

TRANSFER \_\_\_\_\_

TEMP OFF/ON \_\_\_\_\_

FINAL \_\_\_\_\_

TAP \_\_\_\_\_

DEPOSIT \_\_\_\_\_

GARBAGE CURB\_\_\_ BACKDOOR\_\_\_ DUMPSTER\_\_\_

NOTES \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PREVIOUS ADDRESS (transfers only) \_\_\_\_\_

PREVIOUS ACCT # \_\_\_\_\_

CUSTOMER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ BY \_\_\_\_\_

### GENERAL INFORMATION

- Bills are sent out at the end of every month and are payable on or before the 15<sup>th</sup> of the following month.
- A 10% penalty will be added to the current balance on all accounts not paid by the 15<sup>th</sup> of the month.
- Utility accounts are subject to be disconnected without notice from the City if the bill is not paid by the 20th of the month.
- A service charge of \$37.32 for water only and \$37.32 for gas and water will be charged to regain services in the event utility services are disconnected for non-payment.
- Bank drafts are available, contact the Utility Department for more information.
- For your safety, and to conform to state law, gas services cannot be turned on unless someone is home.
- The owner of the account is required to appear personally to open and to request all changes to their account. This includes closing, transferring and changing names on the account. Two forms of identification is required.