



Utilities Department

New Service Checklist- Residential

- Proof of ownership such as Deed of Trust, Tax Statement, or Other Legal Document
- Copy of Lease Agreement, if renting, indicating the address to be serviced
- Valid Identification (State or Government Issued ID)
- Certificate of Occupancy/ Permits (CODE Enforcement)
- Inspection cleared by CODE Enforcement / Utilities Inspector (can take up to 5 business days)
- Shut off valve installed on customer's property
- Check for Previous Service (Unpaid balances must be paid before new service is rendered)
 - Balance from prior account(s) \$ _____
- Explanation of service from Information Sheet (Give a copy to customer)
- \$ _____ Service Fee (depends on meter size)
- \$250.00 Deposit for residential rental
- \$125.00 Deposit for residential owners
- Make a work order to deliver totter
 - # of totters requested: _____

Signature of Primary Accountholder
 Signature certifies that the above were explained in full detail by utility representative

Employee Signature
 Signature certifies that the items above were explained to the customer in full detail

Signature of Secondary Accountholder

 Date of signature

 Date of Connect

For Office Use Only:

Request Received by: _____ Date _____ Change Processed by: _____ TCM: _____