



Utilities Department

New Service Checklist- Commercial/Business Accounts

- 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
Owner's and Responsible Party's Valid Identification (State or Government Issued ID)
Copy of Business Permit (if applicable)
Copy of Federal Tax ID#, EIN or SSN if none requested
Completed W-9
Certificate of Occupancy (CODE Enforcement)
Inspection cleared by CODE Enforcement/ /Utilities Inspector
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)
Additional charges for trash overflow
No brush services
\$ Service Fee (depends on meter size)
\$250.00 Water Deposit / \$900.00 for traveling meter (\$10.00 Daily Rental plus water consumption)
Deposit will be applied to final bill.
\$ Solid Waste deposit (twice the monthly rate)
Make work order to deliver dumpster/totter
of Totters requested:
Bin Size: Pick-up Frequency: time(s) per week Lock Bar: Yes No

Applicant Signature

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

Date of Signature

Date of Signature

For Office Use Only:

Request Received by: Date Change Processed by: TCM: