

Note: water and/or sewer charges begin when meter installed  
Garbage charge begins upon occupancy

## Utility Service Request

Date Effective \_\_\_\_\_  
(for billing purposes)

Address of Property: \_\_\_\_\_  
(if new building, address assigned by building inspector)

New Purchase \_\_\_\_\_ New renter: \_\_\_\_\_ New building \_\_\_\_\_ Account # \_\_\_\_\_

Name on account: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
(if other than address above)

Cell #: \_\_\_\_\_ other: \_\_\_\_\_

Residential: Anyone 60 years of age or older to be living in residence? Yes \_\_\_\_\_ No \_\_\_\_\_  
(if yes, provide copy of identification for discounted garbage rate)

Commercial building: will business be conducted in this building? Yes \_\_\_\_\_ No \_\_\_\_\_  
(if yes, business registration is required)

Garbage rate will be determined by public works based on size of dumpster and amount of service days

### New building info only:

City water \_\_\_\_\_ City sewer \_\_\_\_\_ well \_\_\_\_\_ septic \_\_\_\_\_ (Charges for service begin when meter installed)  
Anticipated occupancy date \_\_\_\_\_

**For Moving out:** \_\_\_\_\_ account # \_\_\_\_\_

Name on account: \_\_\_\_\_ phone # \_\_\_\_\_

Mail Final Bill to: \_\_\_\_\_

Signature \_\_\_\_\_ date \_\_\_\_\_

Office use only-----

Parcel # \_\_\_\_\_ (new buildings)

Notified street department for meter read: (date) \_\_\_\_\_

Meter reading: use end of month read \_\_\_\_\_ Or – final read \_\_\_\_\_

Garbage rate for commercial account \_\_\_\_\_ Business registration form completed \_\_\_\_\_

Rentals:

Put service back in landlord name (date) \_\_\_\_\_

Notes: \_\_\_\_\_