Dear Customer,

The attached paperwork needs to be completed by you, the customer. Fill in and sign all of the paperwork applying to the service you have requested.

Service Connection requirements:

**New Service Tap: (Non-existing meter)**
1. User Agreement
2. Utility permit application
3. Photo ID
4. Legal Description of property in your name or Purchase Agreement
5. If heir property: **Must complete a Utility Right of Way/Easement**
6. 911 Address (Please post in a visible location, this will help us to locate your residence)
7.

**Connection or Transfer of Service: (Existing meter)**
1. User Agreement
2. Photo ID
3. Legal Description of property in your name or Purchase Agreement
4. 911 Address (Please post in a visible location, this will help us to locate your residence)
5. If heir property: **Must complete a Utility Right of Way/Easement**
6. Waiver form: **(If you are being allowed to live there rent free: Owner must supply photo ID, also.)**

**Residential or Business Rent or Lease; Recreational Lease or Rent: (Existing meter)**
1. User Agreement
2. Photo ID
3. Rental or Lease Agreement **(If your Landlord will not provide you with a Lease/rent agreement, you may bring a Receipt from your Landlord is acceptable) (Your rent receipt must have the 911 address and the name of your Landlord or his/her agent).**
4. 911 Address

Optional Form:
ACH Debit authorization **(This form is for Automatic Bank Drafts, if you choose to have your payment drafted)**

SERVICE CONNECTION FEES:

- New Service Connection (no existing meter)----- ¾” $650; 1” $750; 2” $2,500
- Reconnect/Connection Fee--------------------------$50.00
- Transfer of Ownership Fee------------------------$50.00
- Deposit for Lease/rental-------------------------$100.00
- Disconnect fee for Non-Payment-------------------$100.00