

CHECKLIST FOR WATER/SEWER/TRASH SERVICE APPLICATION

OWNERS: Along with the NEW SERVICE APPLICATION, please provide:

- Copy of Proof of Ownership*;
- Valid Government Issued picture identification.

*Examples of Proof of Ownership include settlement statement, Deeds (e.g. Foreclosure, Security and Warranty) and MUST be recorded by the court.

TENANTS: Along with the NEW SERVICE APPLICATION, please provide:

- First page of lease**, which includes owner/tenant information and dates of lease;
- Signature page of lease**, which includes signatures of both parties on lease;
- Valid Government Issued picture identification.

**In lieu of lease agreement, an "Owner's Written Permission" form may be submitted; however, this document MUST be notarized.

ALL NEW SERVICE ACCOUNTS are required to submit a deposit prior to connection of service. Minimum required deposit for residential service is \$100.00; a higher deposit may be required based on past account history of applicant. If it is found that applicant has a previous unpaid debt with the City, that amount will be required to be paid prior to any new service being established.

City of Jacksboro
Application for Utility Services
Residential

Address of Service: _____

Name of Applicant: _____

Billing Address:

City:

State:

Zip Code:

Telephone #

Cell #

D.L.#

Social Security #

List ALL persons living at service address:

_____	_____
_____	_____
_____	_____

Landlord's Name:

Phone Number:

Prior Residential Address:

Connect Date/ Time:

Some one needs to be present at time of connect

circle one:

11-12pm

1-2pm

4-5pm

Person to Contact in case on emergency:

NAME:

PHONE NUMBER:

Signature: _____

By signing this application, I acknowledge and understand that failure to pay the water bills by the due date will incur a late fee of 10%. If the water bill is not paid within 15 days of the due date, service shall be discontinued.

Service will be restored after payment of all charges and service fees are paid in full. (Utility Ordinance No. 0-08-03, Schedule IV)

**Minimum required deposit. The City may require a higher deposit based on account history of applicant.*

Account Number: _____

Deposit Amount: \$ _____

Received By: _____

Date of Connect: _____

Copy of ID: _____

Receipt Number: _____

Own/Rent