



City Of Jacksboro
Residential Application for Utility Services

Service Address: _____

Name of Applicant: _____

Are you the: (circle one)	Landlord	Tenant
---------------------------	----------	--------

Landlord's Name: _____ Phone Number: _____

Connect Date/ Time: Someone **MUST** be present at the selected date and time of connect.

Date: _____ Time: (circle one) 11-12 pm 1:30-2:30 pm 3:30-4:30pm

Residential C. O Inspection: Date _____ Time _____

Driver's License # & State: _____ E-Mail: _____

Cell Phone: _____ Home Phone: _____

Name of Co- Applicant: _____

Driver's License # & State: _____ E-Mail: _____

Cell Phone: _____ Home Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Emergency Contact:

Name: _____ Phone Number: _____

List Number of persons living at this address: _____

How many Poly Carts do you have? _____ How many more Poly Carts do you need? _____, Total- _____

By signing this application, I acknowledge and understand that failure to pay the water bill by the due date will incur a late fee of 10% of the total balance of the water bill if not paid within 15 days of the due date, service shall be disconnected. Service will be restored after payment of all charges and service fees are paid in full. (Utility Ordinance No. 0-08-03, Schedule IV) *\$100.00 Minimum required deposit. The City may require a higher deposit based on the account history of the applicant. All new accounts are subject to a one-time \$25.00 Connect Fee that will be applied to your first bill. There is a \$25.00 Certificate of Occupancy inspection fee that is required for all rental properties. Inspection MUST pass in order to start services. Customers are liable for any damage to the water meter installed at the customer property. It is unlawful for anyone to break, damage, tamper with, obstruct the flow of, or prevent the proper running of the water meter in any manner whatsoever. Customers who may commit any of the offenses listed above will be charged a fee for water lost and a fee for any damages to the water meter and may have criminal charges filed against them. I understand that I am responsible for all discharges of water on the discharge (customer) side of the water meter, regardless of whether or not the discharge was due to my actions or inactions.

Signature: _____

Date: _____

Revised 02/2022

FOR OFFICE USE ONLY				
ACCOUNT NUMBER		DATE OF CONNECT		COPY OF ID/DL
				COPY OF LEASE/DEED
DEPOSIT RECEIVED ON		AMOUNT		RECEIVED BY
C.O. INSPECTION DATE	PERMIT #	DATE PAID	RECEIVED BY	PASSED FAILED

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.