



## **Procedure for Water & Sewage Applications**

### **Utility Billing Office**

**(765) 807-1100**

Revised April 2019

## **RENTING AND BUYING ON CONTRACT**

### THE CUSTOMER WILL NEED

- Application-Fill out application form
- Lease- Must have a copy of a signed lease or landlord verification form.
- 2 IDS - 1 ID Government issued with picture(such as Driver's license, Passport, or State ID) and 1 ID with name pre-printed on it (such as Social Security Card, Credit/Debit Card, Insurance Card, or Birth Certificate)
- All past due balances will need to be paid of everyone on the lease or contract

There will also be a deposit of \$20 for residential and \$35 for commercial and an application fee of \$12 which needs to be paid at the time the application is processed.

## **PURCHASING THROUGH A BANK**

### THE CUSTOMER WILL NEED

- Application-Fill out application form. An existing customer can call in their application.
- 2 IDS - 1 ID Government issued with picture(such as Driver's license, Passport, or State ID) and 1 ID with name pre-printed on it (such as Social Security Card, Credit/Debit Card, Insurance Card, or Birth Certificate)
  - Customer can either bring in or have them notarized (Contact office for notarized ID procedure)
- Note-We will bill a \$12 application fee
- Customer will show either proof of ownership such as closing documents or verification from the title company of ownership or show proof of future closing (not more than 3 business days before closing).
- All past due balances will need to be paid.