

PROCEDURES TO ESTABLISH UTILITY SERVICE

NO TENANTS CAN ESTABLISH UTILITY SERVICE WITHOUT THE OWNERS AUTHORIZATION

- 1. Terminate all Utility Services and obtain Final Reading.**
- 2. Final Bill Paid.**
- 3. Building Inspection.**
 - a. For Sale & Rental \$125.00.
 - b. Commercial \$200.00.
 - c. Re-inspection \$30.00.
- 4. Construction Meter (if needed) \$200.00 service fee.**
 - a. The fee is based upon \$65.00 first 5,000 gallons.
 - b. \$9.19 for each additional 1,000 gallons.
 - c. Plus \$1.00 per day for the use of the meter.
- 5. Once completed with the Construction Meter, schedule a final reading.**
Refund check will be mailed within 30 days.
- 6. Establish an actual account \$250.00 service fee for residential,
\$250.00 - \$2000.00 service fee for commercial depending on the size
meter and usage.**
 - a. None refundable until the account is finalized & service disconnected.
- 7. Provide copy of proof of ownership, management agreement and lease if
a tenant will be living in the property.**
- 8. Water, Refuse, and Sewer is included in our utility service. Garbage can
will not be delivered until service fee is paid in full.**

PROCEDURE FOR NAME OR ADDRESS CHANGE

- 1. New application for address or name change (must be
documented). Management Company must provide contract.**
- 2. Show identification of the name already on the account.**
- 3. Provide power of attorney if the name on the account differs.**
- 4. Divorce document which proves who has legal possession.**