

# *Procedure to Set up Utility Service*

- 1. Water Shut off and Final Reading on the property*
- 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 based upon \$62.81 first 10,000 gallons*
  - b. \$4.04 for each additional 1,000 gallons*
  - c. plus \$1.00 per day for the use of the meter*
- 5. Once finished with the construction meter, schedule a final reading. Any cash remaining you receive by check in the mail*
- 6. Establish an actual account \$250.00 service fee.*
  - a. None refundable until account is finalized & water shut off*
- 7. Show proof of ownership and provide lease if a tenant is living in the property.*
- 8. TENANTS CANNOT APPLY FOR UTILITY SERVICE, ONLY THE OWNERS.*
- 9. Water, Refuse, and Sewer is all included in our utility service. Garbage can will not be delivered until deposit is paid in full.*