



DATE	ACCOUNT NUMBER	ONLINE RECORD NUMBER
	CSS	APPROVED

## PREPAY APPLICATION FOR RESIDENTIAL UTILITIES

### SERVICE LOCATION

**\*BOLD DENOTES A REQUIRED FIELD**

<b>SERVICE ADDRESS WHERE UTILITIES WILL BE CONNECTED (NOTE: SERVICES WILL NOT BE CONNECTED WITHOUT ADDRESS NUMBERS ON THE BUILDING)</b>		
<input type="checkbox"/> I OWN OR HAVE RECENTLY PURCHASED THIS LOCATION (MUST PROVIDE CLOSING STATEMENT OR OTHER PROOF OF OWNERSHIP)	<input type="checkbox"/> I AM RENTING THIS LOCATION (MUST COMPLETE LANDLORD'S INFORMATION BELOW AND PROVIDE A LEASE AGREEMENT OR RENT RECEIPT):	
	<b>LANDLORD'S NAME</b>	<b>LANDLORD'S PHONE NUMBER</b>
<b>MAILING ADDRESS WHERE THE BILL WILL BE DELIVERED</b>		

### PRIMARY APPLICANT

<b>FULL LEGAL NAME</b>		PREVIOUS UTILITIES WITH US? <input type="checkbox"/> YES <input type="checkbox"/> NO
MAIDEN OR PREVIOUS NAMES		
<b>SOCIAL SECURITY NUMBER</b>	<b>DATE OF BIRTH</b>	<b>AGE</b>
<b>LICENSE NUMBER</b>	<b>PRIMARY PHONE NUMBER</b>	
SECONDARY PHONE NUMBER	EMPLOYER	WORK PHONE NUMBER
EMAIL ADDRESS		

### SECONDARY APPLICANT (OPTIONAL)

IF THIS SECTION IS COMPLETED, THE SECONDARY APPLICANT WILL BE ABLE TO MAKE CHANGES TO THE ACCOUNT, ESTABLISH CONTRACT PAYMENT PLANS, DISCONNECT OR TRANSFER SERVICES, OR OTHERWISE MAKE ACCOUNT HOLDER DECISIONS WITHOUT THE PRESENCE OF THE PRIMARY APPLICANT. THE SECONDARY APPLICANT MUST PROVIDE A VALID US GOVERNMENT ISSUED PICTURE ID.

<b>FULL LEGAL NAME</b>		PREVIOUS UTILITIES WITH US? <input type="checkbox"/> YES <input type="checkbox"/> NO
MAIDEN OR PREVIOUS NAMES		
<b>SOCIAL SECURITY NUMBER</b>	<b>DATE OF BIRTH</b>	<b>AGE</b>
<b>LICENSE NUMBER</b>	<b>PRIMARY PHONE NUMBER</b>	
SECONDARY PHONE NUMBER	EMPLOYER	WORK PHONE NUMBER
EMAIL ADDRESS		

## ADDITIONAL OCCUPANTS

MUST LIST ALL OTHER OCCUPANTS AT THIS LOCATION AND PROVIDE A SOCIAL SECURITY NUMBER FOR EACH PERSON AGE 18 OR OLDER.

FULL LEGAL NAME	AGE	SOCIAL SECURITY NUMBER	PREVIOUS UTILITIES WITH US? <input type="checkbox"/> YES <input type="checkbox"/> NO
FULL LEGAL NAME	AGE	SOCIAL SECURITY NUMBER	PREVIOUS UTILITIES WITH US? <input type="checkbox"/> YES <input type="checkbox"/> NO
FULL LEGAL NAME	AGE	SOCIAL SECURITY NUMBER	PREVIOUS UTILITIES WITH US? <input type="checkbox"/> YES <input type="checkbox"/> NO

## EMERGENCY CONTACTS

NAME	PHONE NUMBER
NAME	PHONE NUMBER

## SANITATION & RECYCLING

ALL CUSTOMERS ARE REQUIRED TO PAY FOR SANITATION, STORMWATER, AND DEBRIS REMOVAL SERVICES. UNLESS AN APPROVED LANDLORD PROVIDES A DUMPSTER, A SANITATION CART WILL BE DELIVERED TO YOUR SERVICE ADDRESS. ADDITIONAL SANITATION CARTS MAY BE REQUESTED.

CARTS	QUANTITY			
	1	2	3	OTHER
SANITATION (EMPTIED WEEKLY)				

**TO OPEN UP A PREPAY ACCOUNT, YOUR CURRENT BALANCE DUE AND ANY UNBILLED BALANCE TO DATE WILL BE COMBINED TO BRING YOUR USAGE ON ACCOUNT UP TO DATE. THIS AMOUNT WILL BE REDUCED BY THE CURRENT DEPOSIT ON YOUR ACCOUNT. ANY REMAINING BALANCE CAN THEN BE PAID OR PLACED INTO THE DEBT RECOVERY.**

**TO OPEN A PREPAY ACCOUNT, YOU MUST PAY A MINIMUM OF \$75. IF AT ANYTIME YOUR ACCOUNT IS DISCONNECTED, YOU WILL BE REQUIRED TO PAY A MINIMUM OF \$50 PLUS ANY CURRENT AMOUNT OWED TO BE RECONNECTED. YOU WILL NOT RECEIVE A PROCESSING FEE FOR RECONNECTION.**

**DUE TO NEW FEDERAL LAWS AND A NEW CITY OF DOUGLAS ORDINANCE, THE INFORMATION CONTAINED IN APPLICATIONS WILL BE ELECTRONICALLY VERIFIED. SERVICES WILL NOT BE ESTABLISHED UNTIL THE CITY VERIFIES THAT ALL INFORMATION PROVIDED BY THE APPLICANT(S) IS VALID AND TRUE. IF FRAUD IS DETECTED OR SUSPECTED, WE WILL NOTIFY LAW ENFORCEMENT OF POSSIBLE IDENTITY THEFT.**

**IN THE EVENT ANY OLD DEBTS ARE DISCOVERED, THE BALANCE WILL BE TRANSFERRED TO THE DEPT RECOVERY SECTION OF YOUR CURRENT PREPAY ACCOUNT AND FUTURE PAYMENTS WILL BE REDUCED BY 25% UNTIL THE OLD AMOUNT DUE IS COLLECTED IN FULL. IF THE CITY DETERMINES THAT THE ABOVE INFORMATION IS FALSE AND / OR MISLEADING, AND HAS BEEN DEFRAUDED, THE CITY WILL DISCONNECT SERVICES AND WILL NOT RECONNECT SERVICES UNTIL ALL ISSUES HAVE BEEN RESOLVED.**

**SERVICES WILL BE DENIED IF A LANDLORD / PROPERTY MANAGER OWES ANY DELINQUENT DEBT ON ANY PROPERTIES OR ANY DELINQUENT TAXES WITHIN THE CITY LIMITS AND / OR UTILITY SERVICE AREA.**

PRIMARY APPLICANT

DATE

SECONDARY APPLICANT

DATE