

Start Residential Service:

Please Read Start Service Instructions before proceeding.

Use this form, start service, if you will be a new utility customer of the City of Clear Lake or if you are a current customer wanting to establish an additional service in your name.

Please submit your start service request to the City of Clear Lake Utility Billing Department at least one working day prior to the date you wish your service to be started in your name. Working days are Monday through Friday, except city-recognized Holidays. Start service requests received after 4:30 p.m. will be considered as being received the next working day.

A **security deposit** equal to three times the minimum monthly charge is required to establish service for all renters, and for owners who do not wish to provide a social security number.

An appointment to read the meter and conduct a sump pump inspection is **required** on all owner changes and/or instances where the water meter is due for an upgrade. When we receive your application for service we will contact you to set an appointment time; this does require access to your property. **Billing cannot be put into your name until the inspection is complete.**

To complete the start service form, you will need the following information:

- Your social security number. If you do not have a social security number or do not wish to provide your social security number, then you will need to come to the Utility billing office at 15 N 6th St., and complete an application for service and present government issued photo identification.
- The date you wish service to begin. We may change your requested date by up to two (2) work days to coincide with an existing request.
- Your service address, including apartment or unit number.
- If you will be renting, your landlord's name and telephone number.
- The name and telephone number of someone we can contact in case of an emergency.

By submitting an application to start utility service, you are agreeing to pay for all utility bills rendered for service provided while the account is in your name. The account will remain in your name until we receive notice to stop your service, and we have received the start service application from the new owner. If you are renting, all that is required is notice to stop your service.

***Please note: we are unable to backdate orders. ***



Application for Residential Utility Service

CLEAR LAKE MUNICIPAL UTILITIES
15 N 6TH ST.
PO BOX 185
CLEAR LAKE, IA 50428-0185

TELEPHONE: 641-357-5267
FAX: 641-357-8711

www.cityofclearlake.com

Submit form in person to the Clear Lake Municipal Utilities Department, 15 N 6th St., Clear Lake, IA 50428. Applicant must provide a government-issued ID. Form may be mailed in with a photocopy of the government issued ID attached.

PLEASE PRINT OR TYPE

I hereby apply to the City of Clear Lake for utility service(s) to be provided at the service address listed below **beginning on** ____/____/____. I agree to comply with the rules and regulations of the City of Clear Lake and other regulatory agencies having jurisdiction. I understand I may be charged a **security deposit** on my account and agree to pay for all bills rendered for utility service **until I notify the Utility Billing Office to discontinue said service**, and I agree to provide the City access to the meters, wire(s) and pipe(s) at reasonable times, as provided by law.

An appointment is necessary in order to read the meter and conduct a sump pump inspection whenever there is a change in ownership; an appointment may also be necessary if the City needs to upgrade the water meter – we will contact you when we receive your application to schedule an appointment.

Name _____
(Last) (First) (Middle)

Service Address _____

Mailing Address (If different than service address) _____

Cell Phone (____) - ____ - ____ Home Phone (____) - ____ - ____ E-Mail _____

Social Security # _____ - _____ - _____ Driver's License # _____

Note: Your social security number is required by the City utility department in order to activate your account and commence service, and the SSN may be used by the City for collection purposes if your account becomes delinquent. Under the Iowa Open Records Act, social security numbers are designated as confidential, and as such the City cannot release your number to any person or entity. [As an alternative to providing your social security number, you may make a cash deposit in the amount of \$80.00. When your service is terminated, the deposit will be returned to you if all billings have been satisfied and the account is not delinquent]

In case of an emergency:

*Contact's Name: _____ *Contact's Cell Phone Number _____

Renting? _____ Yes _____ No
If yes, please fill out the following information.

Landlord Name _____ Landlord Phone Number _____

Applicant's Signature

Date

*****If renting, an \$80.00 deposit is required to start service in your name and will need to be submitted with your application. If you are an owner who prefers not to provide your social security number, an \$80.00 deposit is required to start service in your name and will need to be submitted with your application.*****

We offer Direct Pay or Recurring Credit Card automatic payment options. For more information visit our website at www.cityofclearlake.com or contact us at 641-357-5267.

*****OFFICE USE ONLY*****

Deposit \$ _____ Deposit # _____ Date Paid _____ / _____ / _____ Check #/Cash _____ Receipt # _____