

Start Commercial 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 4:30p.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 tax ID #.

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 tax ID #. If you do not have tax ID # or do not wish to provide your tax ID#, then you will need to include an \$85.00 deposit check with your application to start service in your name.
- 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.
- The name, phone number, and email address for the contact person.
- 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. ***