



UTILITY SERVICE APPLICATION

P.O Box 819-Kelso, WA 98626

360-578-7915

ACCT #	
Balance	Cycle
On/Off	ID
Dep Amount	/
Receipt #	

START DATE	
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Please complete application below.

Name _____ Service Address _____

Phone # _____ **Phone #** _____ **Email Address** _____

Please list any other adults on rental agreement _____

Mailing Address (if different than above) _____

Please list all Legal Owners (if different than above) _____

Do you have a previous City of Kelso utility account?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<i>If yes, please list all previous addresses below.</i>
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DEPOSIT: The City of Kelso requires a deposit to establish service. The deposit amount varies based on the services and past utility payment history. This amount ranges from \$100.00 or \$200.00

BILLING: The first bill may include a **\$25.00 turn on fee** if the services have been off and locked by the prior tenant or owner. The City of Kelso has 4 billing cycles. You will be provided information on your billing cycle.

PENALTIES: A **\$100.00 padlock fee** will be assessed if your service is off and locked for nonpayment. A **\$200.00 penalty** will be assessed if your meter is tampered with or locks have been cut.


DISCOUNTS: The City of Kelso offers a senior discount program. Applicants must be 61 years of age and must provide proof of income below \$40,000.00 annually.

VACANCY: If you plan on being away from your home for at least 30 days you can request a temporary off. Charges will not accumulate during this time. When you return you must request the services be turned back on at a fee of \$25.00.

METERS: Meters are read every 2 months by a third party vendor on behalf of the City. Please keep the meter box accessible. Meters are owned by the City. You can be charged a meter tampering fee of \$200.00 if your meter is damaged or locks have been cut. If you need the water off to do repairs, please contact our office at 360-578-7915 Monday-Friday 9:00 a.m. to 3:30 p.m. **In the event of an emergency after hours, please contact our answering service at 360-423-5730.**

PAYMENTS: Payments can be made in person at the counter or drop box, by mail, by telephone **1-855-857-3351**, on line at www.kelso.gov, or you can complete an application to have them automatically deducted from your checking or savings account.

By my signature below, I acknowledge that I have read and received a copy of this document. I agree to abide by the ordinances, resolutions, rules & regulations adopted by the City that are established as conditions of use of water, sewer & garbage services. I acknowledge that I am responsible for the utilities as the legal owner or legal tenant. I understand that the city has the right to shut off the water supply as required for such things as, by way of example, non-payment, repairs, maintenance, or other necessary work.

_____ **Please see next page** 

Signature Date

It will be necessary to sign off services in the event that you move, sell, rent etc. We do not take phone requests to end any utility services. You will need to come in to office to provide picture ID and forwarding information. In the event you are not able to come into the office you will need to supply us with a written request to suspend or end your account via mail, email or fax prior to when you would like to end services. At that time we will read the meter and a final bill will be calculated, deposits will be applied and a final will be sent to your forwarding address. If you contact us after you have left or sold a property, we cannot go backwards and you will be charged for any water consumption as well as daily charges until we receive proper notification.

Please Initial _____