

CITY OF KELSO
Application for Service

Please fill out application out completely and legibly

Are you signing on for: *please select one*

New Rental **New Purchase** **Existing Owner Sign on** **5-Day Clean** **1-day Inspection**

Start Date _____ Name on account: _____

Service Address _____ Phone _____ Phone _____

Mailing address: (if different than service address) _____

Account holders' drivers license/ID number _____ State _____ Date of Birth _____

Email Address: **PLEASE PRINT LEGIBLY** _____

Please list the addresses of **ANY** account you, your co-tenant or co-owner have had in the City of Kelso, only. **If none, please write n/a** _____

If you are renting, list all other adults on the rental agreement. _____

If this is a new purchase; please list additional owners name, address and phone number. (**If different than above**) _____

Please select one option below for your billing and notice preference:

Do you want to receive your bills by Mail **OR** Email?

Do you want to receive your late notices by Mail **OR** Email?

Please read and sign on back.

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 this along with a \$25.00 Service Call fee is due at the time of sign on.

BILLING: The City of Kelso has 4 billing cycles. You will be provided information on your specific 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 household 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.

Official Use Only:

Account Number: _____ New Owner _____ AM or PM _____ Balance \$ _____



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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 may be charged a **Meter tampering fee of \$200.00** if your meter is not accessible at all times, 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, drop box, by mail, on line at www.kelso.gov, by phone @ 1-866-236-8105 or you can complete an application to have them automatically deducted from your checking or savings account.

******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 bill 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 _____

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.

SIGNATURE _____ **DATE** _____

Official Use Only:
Account Number: _____ New Owner _____ AM or PM _____ Balance \$ _____