

WATER UTILITY APPLICATION FOR SERVICE / UPDATE FORM

new account (complete entire form) **update information** (enter changes) **Effective date** ___/___/20___

Service address: _____ **I own the property.** **I rent the property.**

Name _____ **Date of birth** (mm/dd/yyyy) _____

Driver license no. _____ **Issued by** (state) _____

Mailing address if different _____

City, State, Zip _____ **Email** _____

Home phone _____ **Alternate/Emergency phone** _____

Spouse name _____ **Date of birth** (mm/dd/yyyy) _____

FEE: There is a charge of \$25.00 to establish service (includes extra meter reading if required).

RENTERS: Please attach a copy of your rental agreement showing the **beginning date** of your tenancy or a statement from the owner or the owner's property manager confirming the effective date of your responsibility for water service.

Signature _____

Date _____

OWNERS:

1. Are you residing at property **or** renting property out.
2. If renting out, will you manage it yourself **or** use a property manager.
3. If using a property manager, copies of tenant's delinquent notices go to you **or** property manager.
4. If using a property manager, do you authorize the City of Roy to handle utility matters for this property with the property manager as your agent? yes **or** no **or** I am previously-authorized agent of Owner.

Complete the following information:

BILLINGS TO BE DIRECTED TO: Owner Tenant Agent. Contact: _____

Authorized agent/management company: _____

City of Roy business license no. _____ Phone: _____

5. If you are using this property manager for the first time, please attach a **copy of your property management agreement.**

You must sign the following acknowledgement. **In making this request I affirm that I am the Owner or duly authorized Agent of the Owner. I am familiar with the regulations governing water usage and rates and understand that the Owner is fully responsible for all City of Roy utility bills against the property located at the above service address. I understand that continuation of water service is according to applicable City codes.**

Signature _____ Owner Authorized Agent **Date** _____

OFFICE USE ONLY: Account (owner): _____ Account (renter): _____ Tap: _____

If shut-off, reason: _____ Shut-off fee \$ _____ paid ___/___/___ Turn-on fee \$ _____ paid ___/___/___

New account fee entered by: _____ date: ___/___/20___ Notes: _____

Instructions to Public Works Superintendent:

Location of meter: _____

Read meter _____ Shut off and lock water / Key number for lock if locked: _____

Turn on water & read: _____ Date completed: ___/___/20___ Initials: _____

City of Roy

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<http://cityofroywa.us>