

APPLICATION FOR UTILITY SERVICES (1,2,3):**Account No:** _____
 3801 W. Van Giesen St
 West Richland, WA 99353
 509-967-3431
 509-967-5706 (Fax)
utilities@westrichland.org

Today's date: _____

Date service to begin (4): _____

Service address: _____

Circle One:

 New Change**APPLICANT INFORMATION (5):****CO-APPLICANT INFORMATION (5):**

Name: _____

Name: _____

Mailing Address: _____

Mailing Address: _____

City, State, Zip: _____

City, State, Zip: _____

Phone - Home: _____

Phone - Home: _____

Cell: _____

Cell: _____

Work: _____

Work: _____

Driver's License: _____

Driver's License: _____

No. of garbage cans currently on site: _____

Office Use Only:

No. of garbage cans you would like (6): _____

No. of cans to exchange: _____

No. of dogs residing on the premise (7): _____

No. of cans to pickup: _____

If purchasing, previous owner's name: _____

No. of cans to deliver: _____

If renting, owner's name/account no: _____

Estimated delivery date: _____

IMPORTANT:

(1) Requests for service are processed on the next business day after your application is received and approved.

(2) You will receive a bill typically within the first week of the month. Payment is always due on the 25th of the month unless that falls on a weekend or holiday in which case payment is due by the end of the next business day. Failure to receive a bill does not relieve you from your obligation to pay per WRMC 13.90.030.

(3) Failure to pay your final bill can subject you to additional late fees, disconnection and reconnection fees and/or placement of a lien on the property in accordance with WRMC 13.90.040 through 13.90.130. Unpaid bills may be turned over to a collection agency for further processing.

(4) If purchasing the property, the service begin date will be the date after closing. If renting, service begin date will be the date of occupancy. If the outgoing customer is required to leave services on due to a requirement in their sales contract, service begin date will be postponed for 72 hours to allow the new owner time to apply. If, after 72 hours, water is disconnected, new owner will be responsible for reconnection charges. Outgoing owner will be responsible for charges for reconnection or new owner has applied.

(5) The City will only discuss account information with applicants and co-applicants provided on this form. For a co-applicant to appear on the bills or to be able to make changes to the account, they must appear in person at the City Administration building and have their identity verified. All applicants must appear in person at the City Administration building and have their identity verified.

(6) Please place your cans at the curb so they can be picked up and a clean garbage can(s) can be provided to you. There is a one-time delivery/exchange fee that applies.

(7) Per WRMC 6.32, dogs aged 7 months and older residing on the premise are required to be licensed within 30 days. Altered animals are \$10.00. Unaltered are \$20.00. Proof of current rabies vaccination is required to license a dog. License tags must be on the dog. Dog licenses must be renewed by the last day of February each year. General provisions regarding animals residing in the City can be found in title 6 of the WRMC.

I have read and understand the above information: _____

Applicant signature / date _____

Co-applicant signature / date _____

Office Use Only:

Application Fee:

 Billed Collected

Garbage:

 Delivery fee billed Garbage report updated

Service Request:

 Printed (tenant/special only) Closed

Lease agreement/deed:

 Verified and scanned

New account:

 Activated with correct connect date Smartpay, if applicable, input Services verified and have correct begin date Landlord added to "bill to", if applicable Dogs, if applicable, added to comments Co-applicant verified

Closing account:

 Webcheck fee added, if applicable