



3100 Belmont Blvd. Suite 100 * West Richland, WA 99353 * www.westrichland.org
Finance Department * (509) 967-3431 * FAX (509) 967-5706

APPLICATION FOR UTILITY SERVICE

Today's Date: _____

Service Address: _____ Service Start Date: _____

Applicant Name: _____ Applicant Driver's Lic #: _____ Verified

Co-App. Name: _____ Co-App. Driver's Lic #: _____ Verified

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Bus Phone: _____ Email Address: _____

No. of garbage cans currently on site: _____ No. of garbage cans wanted: _____ Dogs: _____

OFFICE USE ONLY

Buying Deed verified/Scanned Property Debt: _____ Paid

Renting Owner/Landlords Name: _____ Lease verified/Scanned

IMPORTANT:

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

A \$20 new account application fee will appear on your first billing.

(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 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) Past due notices and final bills are mailed to property owner and account holder.

(5) If purchasing the property, the service begin date will be the date after closing. If renting, service begin date will be the date the City receives the completed and signed application for service from the tenant. If the outgoing owner/customer completes a discontinuation of service application and the new owner/renter has not signed into service the following applies: rental property will go back into owner/landlord's name. If property is sold, a 3 day door tag will be hung for new owner to sign in. If after 72 hours there is no response, water will be disconnected, and the new owner will be responsible for reconnection charges. In addition new owner will be signed into service with the ownership information provided on the County Auditor's Web site as of date of closing.

(6) The City will only discuss account information with property owners, and 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 and provide the lease/rental agreement or deed with their name on it.

(7) 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 of \$14.93 that applies and will show up on your first billing. Any changes to garbage service must be requested in writing through the City of West Richland Utilities Department.

(8) 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