



# APPLICATION FOR 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: \_\_\_\_\_ Alt Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

No. of garbage cans currently on site: \_\_\_\_\_ No. of garbage cans wanted: \_\_\_\_\_ Dogs: \_\_\_\_\_

Receive Text Notifications?  Yes  No

Receive E-Bill?  Yes  No

### **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 of closing. If renting, service begin date will be the effective date indicated on the signed Owner/Occupant Authorization form from the property owner. If the outgoing owner completes a discontinuation of service application and the new owner has not signed into service the following applies: A 7 day door tag will be hung for new owner to sign in. An additional 72 hour door tag will be hung if there is no response. If after 72 hours there is no response, water will be disconnected, and the new owner will be responsible for reconnection charges. In addition, the 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 provide identification and the deed with their name on it.

(7) Any garbage can(s) currently on the premises will be scheduled for change out with a clean can on the first service day after sign-in. There is a one-time delivery/exchange fee of \$18.29 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 licensing is done through Pet Data at [petdata.com](http://petdata.com). Licenses must be renewed annually or every 3 years depending on the rabies vaccination. 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*

**Account Set Up  GA Sent  Deed Attached  Service Rates Updated  App Attached**