



# Requirements for Establishing New Residential Utility Services

## Welcome to the City of East Point!

New Residential Utility Service is established between the hours of 8:00 AM-3:30 PM - Monday-Friday

**Electric Services Only: \$125 Deposit / Connection Fee: \$60**

**Electric & Water Services: Electric: \$125 Deposit / Water: \$75 Deposit / Connection Fee: \$60**

**Water Services Only: \$75 Deposit / Connection Fee: \$60**

### REQUIRED DOCUMENTS TO ESTABLISH NEW RESIDENTIAL UTILITY SERVICE

Two (2) Documents are required from this category:

<b>*Required*</b> Current DL / State Issued ID	Current Debit / Credit Card	Current Military ID
Current US Passport or Card	Original Social Security Card	Current Health Ins Card
Work Permit Card	Birth Certificate	Current Work ID
Current School ID	ITIN Number	Green Card

### Rental/Ownership of Property

One (1) document is required from this category:

- **Signed** lease by Tenant/Lessee **and** Landlord
- Settlement Statement
- Warranty Deed
- Current Tax Bill
- Tax ID & Secretary of State documents required if service is placed in a business name

### Property Management Agreement

Three (3) documents are required from this category:

- Listing Agreement and Signature Required
- Management Agreement with two (2) forms of ID (see list above)
- Copy of Real Estate License, if providing copy of Listing Agreement
- If the Listing or Management Agreements are in the name of a Business, an employee I.D. with picture is required.
- Notarized Letter of Authorization (*if you're not the actual Owner, Lessee, Tenant*)



# New Residential Utility Service Application

**I understand the following: (1) falsification of any information may result in immediate discontinuance of utility service without notice; (2) there will be a charge of \$60.00 connection fee (3) failure to pay my utility accounts in accordance with the Customer Care Department's policies will result in discontinuance of service; (4) failure to pay my final bill after any deposit refunds will result in the account being submitted to collections. I will, as a result, incur all collection costs.**

Date Service Requested: \_\_\_\_\_

Name of Owner / Lessee: \_\_\_\_\_

Occupant(s): \_\_\_\_\_

Service Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SS#: \_\_\_\_\_ DL/ID #: \_\_\_\_\_

Marital Status: Single  Divorced  Married:

Spouse Name: \_\_\_\_\_ SS#: \_\_\_\_\_

E-Notifications: Yes  No  Email Address: \_\_\_\_\_

Please provide address of previous service(s) with the City of East Point:

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Speaker: \_\_\_\_\_ Phone#: \_\_\_\_\_

Applicant's Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_ Phone#: \_\_\_\_\_

### WAIVER OF LIABILITY TO CONNECT UTILITY SERVICES

**RELEASE AND WAIVER OF LIABILITY:** Property Owner/Lessee/Occupant hereby RELEASES, WAIVES and DISCHARGES the City of East Point Utilities, its successors and assigns, and its officers, employees, agents and consultants, from all liability, loss, claims, damages, possible or actual causes of action, cost, attorneys' fees, and other expenses arising from any actions, claims, arbitrations, demands or lawsuits that may otherwise accrue, including claims for or relating to damages, loss or injury to persons or property, in any way resulting from or related to the connection of the Utility services to this property, from any cause whatsoever.

By signing below, I am stating that I have read this agreement and understand the possible ramifications of allowing Utility services connection without a responsible party on the premises and that I am the Owner/Lessee/Occupant of the property listed above:

Signature of Applicant/Lessee \_\_\_\_\_

Signature of Spouse or Other Occupant \_\_\_\_\_

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_