

## **Establishing Service**

New service may be established by visiting our office during normal business hours. The following items are required to establish a new account:

1. Driver License or photo identification card
2. Social Security Number
3. Physical address of the property (no P.O. boxes or lot numbers – must have 911 address)
4. Billing address
5. Home telephone number
6. Rent receipt, copy of lease, sales document, or tax document with applicant's name.

If an outstanding balance exists, it must be paid before a new account can be established in that name.