

# City of Florence

## Utility Account Set Up Form

**A 20.00 processing fee will be applied to all new customers (applied to first bill)**

Date Requested \_\_\_\_\\_\_\_\_\\_\_\_\_

Effective Date \_\_\_\_\\_\_\_\_\\_\_\_\_

Start Service  Stop Service  Owner  Renter  Landlord/Property Manager

**Occupant(s) Name(s)** \_\_\_\_\_  
(as it will appear on account)

Service Address	Mailing Address
Phone Number(S)	PREVIOUS ACCOUNTS? ZERO BALANCES VERIFIED?

**Email:** \_\_\_\_\_

**DRIVERS LICENSE OR ID #** \_\_\_\_\_ **Scanned Y / N** **Scanned Date:** \_\_\_\_\_

If you are a renter, you must submit the owner/landlord information below. Owner information is required for service to be set up.	
Owner/Landlord Name	Owner/Landlord Address
Owner/Landlord Phone Number	

*I understand that if I do not pay my utility bill in a timely manner, the owner of the property will be notified. I also understand that my services may be terminated until payment in full (including any fees) is received. Additionally, I understand that any previous balances owed to the City of Florence for utility services must be paid before service can be initiated. As consideration for utility services provided by the City of Florence, I agree to comply with all applicable ordinances, resolutions and policies of the City of Florence.*

**Account Holder Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>For Office Use Only</b>			
Account Number _____	Date Order Received _____	By _____	Service Order # _____