City Of Kalamazoo
WATER SERVICE APPLICATION

PLEASE COMPLETE THE QUESTIONS & RETURN TO THE RECEPTIONIST. TO APPLY FOR SERVICE YOU MUST:

*Be the Responsible Bill Payee, the Legally Authorized Agent or Administrator of the Estate. You must display a **valid** Driver's License or Michigan ID (Obtained from the Secretary of State's Office) **Please present your ID with the application for information verification.**

1. Name _____
2. Service Address _____
3. Mailing Address (if different from service address)_____
4. Permanent Address (if Student) _____
5. Is the water currently: **ON** or **OFF**

(a) **(We must be able to read the water meter. You may need to be there)**
If we cannot access the water meter & the water is off, it will not be turned on. If the water is on & we are not allowed access, the water will be shut off. We will not make a second trip to the address on the same day. If you decide to leave a key or leave a door open to allow access, you must then sign a "Release of Responsibility" form.

(b) Date you would like transfer to take place: (Two (2) business day required) _____
(No appointments available on Wednesdays, Saturdays or Sundays) (date)

(c) Time of Service: 7:30am - 11:30am or 12:00pm - 4:00 pm

(1) Someone will be home (2) Sign Release (3) Key Left (4) Door Open (5) Keybox (_____)
(code)

6. Drivers License or MI ID number _____
7. Social Security Number _____(for identification purposes)
8. Have you ever had water service in your name with the City Of Kalamazoo? YES NO
9. Previous Address (if applicable)_____
10. If you presently have water service in your name, do you wish to leave it on? YES NO
If yes, you will be responsible for the bills until you cancel the service.
11. Place of Employment _____
12. Telephone Number(s) _____ (home) _____ (work)
13. E-mail Address_____(for appointment reminders)
14. Minimum Deposit amount: $40.00 (inside City Limits) $60.00 (outside City Limits)

IN WINTER MONTHS, IF THE HOUSE HAS NO HEAT, THE WATER WILL NOT BE TURNED ON!

Signature:_____ Date _____

For Office Use Only

Today's Date_____ Account #_____ Order Number(s)_____

Type of Order_____ Date/time of order_____ History Card_____