

INFORMATION

To complete this form, you must:

- Be the Responsible Bill Payee, the Bill Payee's Spouse or Legally Authorized Agent, or the Administrator of the Estate
- Display a Valid Driver's License or Michigan I.D. (Obtained from the Secretary of State's Office)

During winter months, water will not be turned on if the property is not heated. This prevents damage to the property and to water infrastructure that may result from frozen pipes.

DEPOSIT & FEES

An Application Fee of \$60 will apply to residential accounts and a refundable deposit of up to \$100 may be required. Fees for commercial accounts vary and will be determined as part of the application process.

ACH PAYMENT

The City of Kalamazoo offers free automatic payment of utility bill by ACH payment (direct debit from a bank account). To enroll in automatic payment, please complete the appropriate enrollment form and supply a voided check.

Once completed. Return this form to the City Treasurer's Office.



WATER SERVICE APPLICATION

Use this form to apply for water service at a location that is already connected to city water.

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The City of Kalamazoo

241 W South Street • Kalamazoo, MI 49007
(269) 337-8047 • www.kalamazoocity.org

City Treasurer's Office

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WATER SERVICE APPLICATION

APPLICANT INFORMATION		
Name:		
Address:		
City:	State:	ZIP Code:
Driver's License/Michigan ID # (please attach copy of ID):		
Phone:	Email:	Preferred Contact: <input type="checkbox"/> Email <input type="checkbox"/> Phone
SERVICE HISTORY		
Have you had City of Kalamazoo Water Service in your name before: <input type="checkbox"/> Yes <input type="checkbox"/> No		
➤ <i>If yes, please provide the service address below:</i>		
Address:		
City:	State:	ZIP Code:
If you have current service in your name, do you wish to leave it on: <input type="checkbox"/> Yes <input type="checkbox"/> No		
➤ <i>If no, date for current service to be turned off:</i>		
NEW SERVICE		
Property Type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial Occupancy: <input type="checkbox"/> Owner-occupied <input type="checkbox"/> Rental		
➤ <i>If different from applicant address, please provide the NEW service address below:</i>		
Address:		
City:	State:	Zip:
Status of water service at property: <input type="checkbox"/> Currently on <input type="checkbox"/> Currently off		
Status of electric service at property: <input type="checkbox"/> Currently on <input type="checkbox"/> Currently off		
Status of heat at property: <input type="checkbox"/> Currently heated <input type="checkbox"/> Currently off		
➤ <i>During the winter months, water will not be turned on if the property does not have heat.</i>		
Requested appointment date: <input type="checkbox"/> Next available <input type="checkbox"/> Specific date: _____		
Requested time of service: <input type="checkbox"/> Morning (7:30 – 11:30 a.m.) <input type="checkbox"/> Afternoon: (12 – 4 p.m.)		
PAYMENT & BILLING		
Would you like to enroll in paperless billing and receive bills via email: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Would you like to enroll in free automatic ACH payment? : <input type="checkbox"/> Yes <input type="checkbox"/> No		
➤ <i>Please complete the ACH Enrollment Form and return it with this application to enroll in automatic ACH Payment</i>		
PAYMENT & BILLING		
Thank you for completing this online Water Service Application. By signing and submitting this form you are verifying that the information provided is accurate and that you have not intentionally misrepresented any facts regarding your identity or the details of the request. You will be contacted by a representative of the City of Kalamazoo within 48 hours regarding this request.		
Signature:	Date:	