



Utility Service Order Form Real Estate Agent

This completed form and required deposit are needed to establish service. See INSTRUCTIONS for details.

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| (City Office Use Only) Account Number: _____ Verified TU: _____ Customer Number: _____ |
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Today's Date: Effective Date of Service:

Clean & Show Yes / No Clean & Show Stop Date

Service Address:

Mailing Address:
(if different from above)
City State Zip

Primary Phone: Cell Phone:

Email:

| Name on Account: | SSN OR FED ID | Driver's License # |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Additional names to release account information:

| Name: | Name: | Name: |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Property Owner Information (Required)

Name:

Address:
City State Zip

Home Phone: Cell Phone:

Email:

By signing this document, I understand that the City may provide balance owing information on this account to the above property owner company.

Signature of Applicant: _____

Date _____



City of Paso Robles Instructions for Completing the Utility Service Order Form

The Utility Service Order form is to be completed by the responsible party for the service address. The completed form must be accompanied with the required deposit before a new account will be opened. The required deposit for a single-family residential property is \$99.00. This amount can be increased due to meter size or past history on property.

- **Effective Date of Service** – Date service is requested to be turned on. All turn on requests require one (1) business day's notice, excluding weekends and holidays. Moving back effective date of service is not allowed.
- **Clean and Show** – owner or property management option that allows utility service to be turned on for a period of 30 days or less with no activation fee. The Clean & Show Stop Service Order will be scheduled 30 days from the start date unless otherwise indicated.
- **Mailing Address** – complete if mailing address is different than service address.
- **Primary Phone and Cell Phone** – list the contact phone numbers for billing and emergency purposes.
- **Name on Account** – list the responsible party for the account.
- **Social Security Number or Fed ID** – list the social security number or Federal Id number for the responsible party on the account.
- **Driver License #** – list the driver license number of the responsible party on the account.
- **Additional Names to Release Account Information** – list all additional names that may receive account billing/usage information.
- **Property Owner, Address and Phone Number** – list contact information for the owner of the property.
- **Signature of Applicant** –signature of the responsible party on the account.
- A \$45.00 activation fee will be applied to your account and will be payable on receipt of your first bill.
- Please return the completed form by fax to (805) 237-6565, emailed to admins@prcity.com or in person to 821 Pine St, Suite A.
- After you have faxed or emailed the form please call the water billing department at (805)237-3996 to complete the service order process.
- For additional information regarding water billing please visit our website at <http://www.prcity.org/government/departments/adminservices/utility-billing.asp> or call the utility billing department at (805) 237-3996.