

## **UTILITY SERVICE APPLICATION**

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

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**

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.

## **PAPERLESS BILLING**

The City of Kalamazoo offers paperless billing for customers that prefer to receive statements via email. To enroll in paperless billing, please provide an email address below and indicate your preference in the "Payments & Billing" portion of the application.

## **COMPLETED APPLICATIONS**

Once completed, please return this application to the City Treasurer's Office located on the first floor of City Hall, 241 West South Street. The form may also be returned via email to [utilities@kalamazoo.org](mailto:utilities@kalamazoo.org) or completed online at [www.kalamazoo.org/utilities](http://www.kalamazoo.org/utilities).



## UTILITY SERVICE APPLICATION

APPLICANT INFORMATION		
Name:		
Mailing 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 utility 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 <b>NEW</b> service address below:</i>		
Address:		
City:	State:	Zip:
Status of utility 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>		
SIGNATURE		
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 on business day regarding this request. A deposit of up to \$100 may be required. Fees for commercial accounts vary and will be determined as part of the application process.		
Signature:	Date:	