

# Residential Service Application

The customer who wishes to arrange for City utilities is urged to apply at the Customer Service office at 5 E Reed St., not more than (30) days in advance nor later than (1) business day notice. **You will need:**

- A current **PHOTO ID** (drivers license, identification card, etc.) and your **SOCIAL SECURITY** number.
- If you are **RENTING** a property, you will need a signed copy of the lease or a leasing agreement letter from the apartment complex or landlord.
  - (Service will be denied without a current Rental Permit (*COD Sec.22-351*) obtained by the owner from Planning & Inspections 302-736-7011.
  - The exact service **address**.
  - All persons named as lessee must be present with ID's .
  - The City will accept in lieu of the applicant a valid Power of Attorney.
- All lessees must sign the applications for service.
- A deposit may be required before the application is approved.
  - The **DEPOSIT** amount is based on credit score.
  - Deposit payment options: Cash, Check, Money Order
- If you are **PURCHASING** a property, you will need a signed Agreement of Sale or Settlement Sheet.
- A date that service will be required. (**no weekends or holidays**)

**IMPORTANT:** Request for service made by mail or fax will not be completed until all listed requirements are met. A meter reading will be taken on the next available or future **business** date.

City services may be withheld or **denied if prior indebtedness** to the City for any services has not been paid in full. (*COD Sec.110-2*)



For additional Information on City of Dover application requirements contact Customers Services at 302-736-7035