

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, a signed copy of the lease or rental agreement is required.
 - (Service will be denied without a current Rental Permit (*COD Sec.22-351*) obtained by the owner from Planning & Inspections 302-736-7011.
 - Owners must assure that all lienable items are paid prior to transfer of utility services.
 - The exact service **address**.
 - All persons named as lessee must provide an ID.
 - 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 an application is approved. The deposit amount will be equal to three times the average monthly bill history at the service location or a minimum of \$100.00, whichever is greater.
 - ⇒ A Trans Union Credit Report may be run to determine deposit.
 - ⇒ A Letter of Good Credit may be accepted from a previous utility provider.
 - ⇒ Deposit payment options: Cash, Check, Money Order

Online applications will be billed to the account in one installment and is due upon receipt of the first monthly bill.—no extensions will be given for deposits.
- 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, email, 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 or ebilling@dover.de.us
WWW.CITYOFDOVER.COM