



Utility Service Order Form (for Owner to Complete)

Office Hours Monday- Thursday 8:00 a.m. - 5:00 p.m.
If start of service is needed on a Friday, forms MUST
be submitted Thursday

This completed form is required to establish service. See INSTRUCTIONS for details.

(City Office Use Only) Account Number: _____	Verified TU: _____
Customer Number: _____	

Today's Date: Effective Date of Service:

Landlord/Property Management Temporary Service Options (See reverse for details):		
	Continuing Service Agreement	Yes / No
Clean & Show	Yes / No	Clean & Show Stop Date: <input type="text"/>

Name on Account (Owner/Prop. Mgt):

SSN or Fed ID: Drivers License: DOB:

Service Address:

Mailing Address:

City State Zip

Primary Phone: Secondary Phone:

Email:

Additional names (Spouse, etc...) to release account information:

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

In accordance with 7.16, 14, 04, and 14.16 of the Paso Robles City Code (or as it may be amended from time to time), I agree to pay all fees and charges for said utility services and to comply with all rules and regulations of the City of Paso Robles pertaining to such services.

Each owner shall be responsible to the City for the payment of water delivered through water service connection or meter. An application by an owner's agent or his tenant shall not relieve the owner of his responsibility for payment of the services provided even though the application by his agent was approved the City. (Ord. 532 N.S. § 1 (part), 1987; Ord. 174 N.S. § 7, 1952)

I understand that utility bills are due and payable upon presentation and delinquent 25 days thereafter, also that service is subject to shut-off if payment is not made within 65 days from date of billing.

I further understand and agree that I shall continue to be liable for said charges until the Water Department of the City of Paso Robles has received notice from me to discontinue such services.

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 owner of the service address. A **\$51.00 activation fee** will be applied to your account and will be payable on receipt of your first bill.

- **Effective Date of Service** – Date service is requested to begin. All requests to start service require one (1) business day's notice, excluding weekends and holidays. Back dating an effective date of service is not allowed.
 - Note: *An after-hours fee of \$444.00 may be charged to have water service activated after regular business hours.*
- **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.
- **Continuing Service Agreement** – Ongoing owner or property management option that puts the utility service back in the name of owner or property management whenever a tenant stops service, with no activation fee.
- **Name on Account (Owner/Prop. Mgt.)** – list the name of the owner or property management that is the responsible party.
- **SSN or Fed ID** – list the social security number or federal identification number of the responsible party.
- **Driver License #** – list the driver license number of the responsible party.
- **Mailing Address** – complete if mailing address is different than service address.
- **Primary Phone** – list the contact phone number for billing and emergency purposes.
- **Email** – list contact information for the owner or management company.
- **Additional Names (spouse, etc...) to Release Account Information** – list all additional names that may receive account billing/usage information.
- **Signature of Applicant** – signature of the responsible party on the account.
- Please return the completed form by fax to (805) 237-6565, email 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.