





# 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 **\$48.00 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 \$422.00 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](mailto: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 [www.prcity.org/government/departments/adminservices/utility-billing.asp](http://www.prcity.org/government/departments/adminservices/utility-billing.asp) or call the utility billing department at (805) 237-3996.