



City of Paso Robles Instructions for Completing the Utility Service Order Form

The Utility Service Order form is to be completed by the tenant(s) for the service address. The completed form must be accompanied with the required deposit before a new account will be opened. The required deposit for a property is \$112.00. This amount can be increased due to meter size or past history on property. **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.
- **Mailing Address** – Complete if mailing address is different than service address.
- **Home Phone and Cell Phone** – For billing related inquiries and emergency purposes. By providing my telephone number, I authorize the City of Paso Robles, or any company acting on their behalf, to contact me at such number using various dialing and communication methods. This includes, but is not limited to dialing or texting my wireless telephone number, which could result in charges by my wireless carrier, either manually or through the use of automatic dialing technology and/or prerecorded messages.
- **Name on Account** – List the name of the responsible party on the account.
- **SSN or Fed ID** – List the Social Security number or Federal ID of the responsible party on the account.
- **Driver License #** – List the driver license number of the responsible party on the account.
- **Additional Names (spouse, etc...)** – List all additional names that may receive account billing/usage information and make changes to the account.
- **Property Owner/Property Management Company Information** – List available contact information (name-required, address, phone numbers, email address).
- **Signature of Applicant** – Signature of the responsible party on the account.
- Please return the completed form by email to adminservices@prcity.com, fax to (805) 237-6565, 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.com/government/departments/publicworks/water/index.asp> or call the utility billing department at (805) 237-3996.