



DATE

ACCOUNT NUMBER

ONLINE RECORD NUMBER

OLD ACCOUNT NUMBER

CSS

APPROVED

## TRANSFER OF COMMERCIAL UTILITIES

### SERVICE LOCATION

**\*BOLD DENOTES REQUIRED FIELD**

<b>CURRENT SERVICE ADDRESS (ANY CURRENT BALANCE DUE MUST BE PAID BEFORE TRANSFER. A FINAL BILL WILL BE GENERATED FOR THIS LOCATION):</b>		
<b>SERVICE ADDRESS WHERE UTILITIES WILL BE CONNECTED (NOTE: SERVICES WILL NOT BE CONNECTED WITHOUT ADDRESS NUMBERS ON THE BUILDING):</b>		
<input type="checkbox"/> THE COMPANY OWNS OR HAS RECENTLY PURCHASED THIS LOCATION (MUST PROVIDE CLOSING STATEMENT OR OTHER PROOF OF OWNERSHIP)	<input type="checkbox"/> THE COMPANY IS RENTING THIS LOCATION AND WILL PROVIDE THE LANDLORD'S NAME AND PHONE NUMBER BELOW (MUST PROVIDE LEASE AGREEMENT OR RENT RECEIPT:	
	<b>LANDLORD'S NAME</b>	<b>LANDLORD'S PHONE NUMBER</b>

### COMPANY INFORMATION

<b>BUSINESS NAME (WILL APPEAR ON THE BILL AND IF APPLICABLE ANY CHECKS ISSUED)</b>			<b>PREVIOUS UTILITIES WITH US?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>MAILING ADDRESS (BILL WILL BE SENT TO THIS ADDRESS)</b>			
<b>MAILING ADDRESS CITY</b>	<b>MAILING ADDRESS STATE</b>	<b>MAILING ADDRESS ZIP</b>	
<b>FEIN NUMBER</b>	<b>BUSINESS PHONE NUMBER</b>		
<b>EMAIL ADDRESS</b>			

### GUARANTOR\* (IF NO FEIN PROVIDED) \*MUST ALSO SIGN A GUARANTY FORM

<b>FULL LEGAL NAME</b>			<b>PREVIOUS UTILITIES WITH US?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>MAIDEN OR PREVIOUS NAMES</b>			
<b>SOCIAL SECURITY NUMBER</b>	<b>DATE OF BIRTH</b>	<b>AGE</b>	
<b>LICENSE NUMBER</b>	<b>PHONE NUMBER</b>		
<b>EMAIL ADDRESS</b>			
<b>SIGNATURE*</b>			

DUE TO NEW FEDERAL LAWS AND A NEW CITY OF DOUGLAS ORDINANCE, THE INFORMATION CONTAINED IN APPLICATIONS WILL BE ELECTRONICALLY VERIFIED FOR GUARANTORS. SERVICES WILL NOT BE ESTABLISHED UNTIL THE CITY VERIFIES THAT ALL INFORMATION PROVIDED BY THE APPLICANT(S) IS VALID AND TRUE. IF FRAUD IS DETECTED OR SUSPECTED, WE WILL NOTIFY LAW ENFORCEMENT OF POSSIBLE IDENTITY THEFT.

ALL PRIOR ACCOUNTS OF EACH APPLICANT AND OCCUPANT MUST BE PAID IN FULL BEFORE THE CURRENT SERVICES CAN BE TURNED ON. IN THE EVENT ANY OLD DEBTS ARE DISCOVERED, THE BALANCE WILL BE TRANSFERRED TO THE CURRENT ACCOUNT AND WILL BE DUE BY THE NEXT REGULAR BILL'S DUE DATE. IF THE CITY DETERMINES THAT THE ABOVE INFORMATION IS FALSE AND / OR MISLEADING, AND HAS BEEN DEFRAUDED, THE CITY WILL DISCONNECT SERVICES AND WILL NOT RECONNECT SERVICES UNTIL ALL ISSUES HAVE BEEN RESOLVED.

SERVICES WILL BE DENIED IF A LANDLORD / PROPERTY MANAGER OWES ANY DELINQUENT DEBT ON ANY PROPERTIES OR ANY DELINQUENT TAXES WITHIN THE CITY LIMITS AND / OR UTILITY SERVICE AREA.

**PRIMARY CONTACT PERSON**

FULL NAME	
PRIMARY PHONE NUMBER	SECONDARY PHONE NUMBER
EMAIL ADDRESS	

**EMERGENCY CONTACTS**

NAME	PHONE NUMBER
NAME	PHONE NUMBER

**SANITATION & RECYCLING**

ALL COMMERCIAL CUSTOMERS ARE REQUIRED TO PAY FOR SANITATION & STORMWATER. UNLESS AN APPROVED LANDLORD PROVIDES A DUMPSTER, COMMERCIAL ACCOUNTS MUST HAVE AT LEAST ONE OF THE FOLLOWING SANITATION OPTIONS (RECYCLING IS OPTIONAL):

CARTS	QUANTITY						FREQUENCY	
	1	2	3	4	5	6	1X WEEK	2X WEEK
SANITATION								
RECYCLING							EVERY OTHER FRIDAY	

DUMPSTERS	QUANTITY	SELECT PICK-UP DAYS(S)				
		MON	TUE	WED	THU	FRI
4 YARD SANITATION						
6 YARD SANITATION						
8 YARD SANITATION						
6 YARD RECYCLING						
8 YARD RECYCLING						

**COMMUNITY DEVELOPMENT / CODE ENFORCEMENT APPROVAL**

AN INSPECTION OF COMMERCIAL PROPERTY BY THE FIRE DEPARTMENT AND BUILDING INSPECTION DIVISION IS REQUIRED BEFORE UTILITIES ARE CONNECTED.

\_\_\_\_\_ THE BUSINESS LICENSE HAS BEEN PURCHASED AND I APPROVED FOR UTILITY SERVICES TO BE CONNECTED AT THE ABOVE STATED ADDRESS.

\_\_\_\_\_ ALL ZONING ISSUES HAVE BEEN RESOLVED AND I APPROVED FOR UTILITY SERVICES TO BE CONNECTED AT THE ABOVE STATED ADDRESS.