

## City of Wooster Application Process for Establishing Service

### **Residential service in an individual's name:**

Applications for service must be submitted prior to service being placed into a new account holder's name. Applications are available in our offices at City Hall, 538 North Market St, or online at the city's website [www.woosteroh.com/utilities](http://www.woosteroh.com/utilities) under "DOWNLOADS & LINKS": Completed and signed applications may be presented at our office in person along with proper state issued identification.

Applicants unable to present their applications in person must submit a notarized affidavit along with a completed application via E-mail ([wcs@woosteroh.com](mailto:wcs@woosteroh.com)), Fax (330-263-5262), or Regular Mail (Wooster City Services, PO Box 1128, Wooster, OH 44691). Copies of the application and affidavits may be obtained at our offices or by download via the city's website at the address above.

### **Service in a business name for residential or commercial properties:**

Applications may be submitted using any of the methods listed above. Additionally please submit the following:

1. A signed and completed application; AND
2. A letter (on Company Letterhead) requesting service.
3. In addition, you must also submit ONE OF THE FOLLOWING:
  - a. A copy of the employee's Company ID (with photograph); OR
  - b. A notarized affidavit stating that the employee is authorized to start, terminate, or make changes to the water service.

If you are a Statutory Agent for a corporation or partnership, the following information is required for service to be established:

1. A signed and completed application; AND
2. A letter (on the Agent's Letterhead) requesting service.
3. In addition, the Agent must also submit ONE OF THE FOLLOWING:
  - a. A copy of the Company's Article of Incorporation designating the Statutory Agent from the Ohio Secretary of State's website; OR
  - b. A notarized affidavit stating that the Agent is authorized to start, terminate or make changes to the water service.

Applications and affidavit copies follow.

## APPLICATION FOR ACCOUNT WITH WOOSTER CITY SERVICES

This application must be submitted in person to Wooster City Services at 538 North Market Street along with a valid state issued photo id.

### Service location information

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Address of location at which service is requested

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Date occupancy began or is anticipated to being

### Applicant information

I am a            **Property Owner**            **Tenant**

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Name of Applicant

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Applicant's Billing Address (if different from service address)

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Applicant's Phone Number

### CO-APPLICANT INFORMATION (if a second name will appear on the bill)

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Name of Co-Applicant

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Applicant's Billing Address

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Applicant's Phone Number

**For a water related emergency, whom should we contact? (If same as above enter "Same")**

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Name and Phone number

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Alternate Name and Phone Number

**If you are renting the property, please fill out the information below**

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Name of Landlord

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Address of Landlord

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Phone Number of Landlord

**Continued on next page**

**Important information: After printing please initial and sign all items on this page except those under "Departmental Use Only".**

- \_\_\_\_\_ 1. Falsification of information on this application may be cause for termination of utility service.
- \_\_\_\_\_ 2. Utility Services may be disconnected for failure to pay your account balance by the designated date or they may be certified as a lien against the property.
- \_\_\_\_\_ 3. Wooster City Services takes customer identity information seriously and has adopted and implemented Red Flag Rules in an effort to protect its customers. These rules do not prohibit Wooster City Services from disclosing forwarding addresses, phone numbers of property owners, tenants, or property owners nor does it prohibit Wooster City Services from giving out payment history of its customers.
- \_\_\_\_\_ 4. Receiving a new bill that is not due until the 23<sup>rd</sup> of the month does not reset the due date for unpaid charges from prior months. Those charges are still past due and subject to service disconnection. Receiving a new bill with a due date of the 23<sup>rd</sup> does not prevent service disconnection for past due charges.

**Property Owners Only**

- \_\_\_\_\_ 5. If you anticipate ever renting the property to a third party, or otherwise anticipate any changes in occupancy, you have a continuing obligation to advise the Utility Department of any changes in the occupancy of the premises, and the identity and mailing address of new tenants and/or occupants. By initialing, you are acknowledging that all billings for services are primarily the responsibility of the property owner even if bills are being sent to tenants in their name.

By signing and initialing this application, you acknowledge you have read the application and agree to abide by the terms listed above.

\_\_\_\_\_  
Signature of Applicant/Date

\_\_\_\_\_  
Signature of Co-Applicant/Date

**Departmental Use Only**

ID Verified - Driver's License/State ID:	Yes	No
Utility Application Accepted:	Yes	No
Income Tax Application Completed:	Yes	No
Landlord/Owner information verified	Yes	No

\_\_\_\_\_  
Signature of Department Representative

\_\_\_\_\_  
Date:

