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| --- | --- |
|  | **City of Kelso**  **360-578-7915**  **Physical Address: Local Mailing Address: Payment Address:**  **203 S. Pacific Ave P O Box 819 P O Box 94264**  **Kelso, WA 98626 Kelso, WA 98626 Seattle, WA 98124-6564**  **360-425-9807 Fax utilities@kelso.gov** |
|  |  |

**SIGN ON FOR SERVICE CHECKLIST**

**Prior account must be closed by:  Landlord – Property Manager**

**(In order to open a new account)**

**Seller of property** (Contract your realtor)

**Prior balance on account must be paid in full $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Complete Service Application** [**https://www.kelso.gov/sites/default/files/docs/new\_service\_app\_2021\_fillable.pdf**](https://www.kelso.gov/sites/default/files/docs/new_service_app_2021_fillable.pdf)

**Provide Settlement Statement from Closing or Rental Agreement**

**We cannot access flash drives. Please provide a paper copy of settlement statement**

**or email to us at** [**utilities@kelso.gov**](mailto:utilities@kelso.gov)**. If you do not have access, please have your**

**title company email or fax (360-425-9807)**

**Provide Picture Identification**

**Pay Deposit & Service Call Fee**

**$100 Deposit: No prior utility history with the City of Kelso**

**Good prior history with the City of Kelso**

**$200 Deposit: Poor prior utility history with the City of Kelso**

**$25.00 Service Fee for operations to read and/or turn on meter**

**Call Fee: Does not apply to garbage or sewer only accounts.**

**We accept cash, check, debit and credit. Credit will include a 3% convenience fee. Applications after 4:00 pm will be turned on the following business day. We cannot complete the turn on process without all these items.**