|  |  |
| --- | --- |
|  |  **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****. 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.**