

## **PROCEDURES TO OPEN NEW ACCOUNTS**

Customer must completely fill out Application for Water & Sewer Services, sign and date.

Customer must bring in the following documents & information:

1. Drivers License or State I.D.
2. Property Deed or Rental Agreement/Lease
3. Utility Bill reflecting customer's name & address
4. Landlord's Contact Information
5. Current phone number(s)

Customer must pay the new account start-up fee of \$100.00 plus the first month service of \$50.00: Total = \$150.00. All payments must be paid by check or money order. **NO CASH PAYMENTS.**

**PAYMENT DUE DATE – 15<sup>TH</sup> EVERY MONTH**

Village of Hopkins Park

Water and Sewer Department