

**CITY OF WENATCHEE  
UTILITY CHANGE ORDER**

**Service Address:** \_\_\_\_\_ **New Account #:** \_\_\_\_\_

**Please Complete** - The following billing information is required to establish utility services.

Customer:  New  Current and/or previous customer (Old Address \_\_\_\_\_ )

Date service is to be started: \_\_\_\_\_

Customer Name (s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_  E-Bill

Primary Phone: \_\_\_\_\_ Other Contact Phone: \_\_\_\_\_

Driver's License No (s): \_\_\_\_\_

Customer is:  Owner  Contract Buyer  Tenant Will this property be a rental?  Yes  No

Landlord is: \_\_\_\_\_

By signing this application, you affirm that you are assuming responsibility for utility service for this service address as owner of the property, or an authorized agent of the owner. You agree, as a condition of the City of Wenatchee providing and continuing service to the above described property, to comply with all provisions of current resolutions, or the last revision thereof, and other such rules and regulations now existing or which may be established from time to time governing the public water, wastewater and storm water systems. Furthermore, the applicant agrees to waive claims against the City of Wenatchee, or its agents or employees for damages and/or loss of production, sales or service, in the event variation in water pressure occurs, water supplies are disrupted, wastewater or storm water systems are temporarily unavailable due to routine repair and maintenance, or other conditions normally expected in the operation of the water, wastewater or storm water systems occurs.

Residential accounts are billed bi-monthly and commercial accounts are billed monthly. All bills must be paid within 30-days of the billing date to avoid a late fee. If the bill remains in past due status, the water service may be disconnected until the customer pays the past due amount including all related fees and charges.

When a customer moves from a service address, they should contact the City Utility Billing Department at (509) 888-3600 prior to this event, so a closing bill can be processed in an accurate and timely manner. If the customer fails to notify the City of their departure, they will continue to remain responsible for any utility charges incurred until the account is closed.

**Customer signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Customer signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Service type:  Residential  Commercial  Fireline

Service provided:  Water  Sewer  Storm **First Billing Date:** \_\_\_\_\_

AutoPay Authorization **Payment due date:** \_\_\_\_\_

Utility Billing Clerk: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

ACCOUNT # \_\_\_\_\_