

**Appendix 1 – Application for Service – Water, Sewer, and Solid Waste Fee Services**

**Property and Applicant Information:**

1) Full name, mailing address, home telephone and business telephone numbers of responsible party receiving service (if married, provide name of spouse):

Name: \_\_\_\_\_

If business, name of contact: \_\_\_\_\_

If married, name of spouse: \_\_\_\_\_

Billing address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone: \_\_\_\_\_ Business phone: \_\_\_\_\_

2) Street address of property receiving service:

Street: \_\_\_\_\_ City: \_\_\_\_\_

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**Customer Billing Information:**

**PLEASE NOTE:**

- A. Utility Charges are the legal responsibility of the above party. A customer will remain responsible for any utility charges until a properly completed Application for Termination or Transfer of Service is accepted by a City of Hickory Collections Customer Service Representative.
- B. In addition to legal action against the responsible party, failure to pay such charges when due may result in disconnection of service.
- C. Original bills for Utility service will be mailed to the responsible party, at the address specified on this form.

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**Customer's Approval:**

The undersigned certifies that the above billing contact information is correct, he/she has read and understands paragraphs A, B and C under the section captioned "Customer Billing Information" and he/she has received the new customer packet of information detailing our Policy & Procedures.

Print Name: \_\_\_\_\_

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

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**For City Use Only:**

**Customer ID#** \_\_\_\_\_ **Location ID#** \_\_\_\_\_

**Employees Initials** \_\_\_\_\_ **Date Received** \_\_\_\_\_

**Appendix 2 – Application for Transfer or Termination of Service**

Customer Name: \_\_\_\_\_

Service Address: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

Customer ID# \_\_\_\_\_ Location ID# \_\_\_\_\_

I hereby wish to:

\_\_\_\_ Terminate service (Water, Sewer, & Solid Waste Fee Services)

Date Utility Service to be discontinued: \_\_\_\_\_

- Monday – Friday
- The City provides next day service–same day services are not available
- Must be a future date-terminations will not be backdated

Address to mail final bill and/or deposit

refund as applicable: \_\_\_\_\_  
\_\_\_\_\_

**Note:** Your Utility deposit will be applied against your final bill and you will receive a refund or bill for the difference.

\_\_\_\_ Transfer service to another location (Water, Sewer, & Solid Waste Fee Services)

Date OLD service to be discontinued: \_\_\_\_\_

- Monday – Friday
- The City provides next day service-same day services are not available
- Termination must be a future date-terminations will not be backdated

NEW Utility service location: \_\_\_\_\_

Date NEW Utility service effective: \_\_\_\_\_

- Monday – Friday
- The City provides next day service-same day services are not available

New billing address: \_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the above information is true and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**COLLECTIONS FAX (828) 431-4593**

**Employees Initials** \_\_\_\_\_

**Date Received** \_\_\_\_\_