

How to set up water service

Residential Owners

- Complete a [Utility Service Agreement](#)
- Provide a government issued ID and copy of Social Security Card.
- Provide a copy of your disclosure packet.
- No deposit is required for property owners. If water is not currently on at the service location, a \$75.00 non-refundable connection fee is due to have water turned on.

Residential Renters

- Complete a [Utility Service Agreement](#)
- Provide a government issued ID and copy of Social Security Card.
- Provide a **signed**, valid lease agreement between the renter and the owner of the property.
- Must pay a \$200.00 refundable deposit. If water is not currently on at the service location, a \$75.00 non-refundable connection fee is due to have water turned on.

Businesses

- Complete a [Utility Service Agreement](#)
- Provide a government issued ID and copy of Social Security Card.
- Provide a copy of your disclosure packet or provide a **signed**, valid lease agreement between the renter and the owner of the property.
- All businesses (renter or owner) must complete a zoning application and pay fees associated with appropriate zoning forms before service can be connected.

All work orders for properties with installed utility services are processed daily. If your application is completed, submitted and you have paid the required deposit/ connection fee before 4:00 pm, utility services will normally be operational the same day. Any applications for utility service that are completed after 4:00 pm will be processed the next business day.

If you have any questions or concerns about your utility account or bill, contact the
Town Office at:

252.478.5186 or custsrv@springhope.net