



**CITY OF LINCOLN**  
**Utility Services Division**  
**600 Sixth Street • Lincoln, CA 95648**  
 (916) 434-2430 (ofc) • (916) 645-9502 (fax)  
 Email address: utilitybilling@lincolnca.gov

<b>FOR FINANCE DEPT. USE ONLY</b>	
RT/SER	_____
METER READING	_____
RES-CAN ORDERED	_____

**REQUEST FOR UTILITY SERVICES**  
 Water – Sewer – Refuse

**NEW SERVICE REQUEST**

Service Address: \_\_\_\_\_ Close of Escrow Date: \_\_\_\_\_

(PLEASE PRINT)

**OWNER INFORMATION: (STRICTLY CONFIDENTIAL)**

Owner One: \_\_\_\_\_ , \_\_\_\_\_  
First Name Last Name

Owner Two: \_\_\_\_\_ , \_\_\_\_\_  
First Name Last Name

Billing Address: \_\_\_\_\_

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

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ / (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ / (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Cell/Home Work Cell

Email : \_\_\_\_\_

**MUST PROVIDE SSN AND GOVERNMENT ISSUE I.D. FOR EACH OWNER**

(Example: Government Issue ID can be a Drivers License, State Issued ID, Passport Number or Military ID Number)

Owner 1	_____ - _____ - _____	_____
	<small>SSN</small>	<small>State Issued ID (ex Driver's License)</small>
Owner 2	_____ - _____ - _____	_____
	<small>SSN</small>	<small>State Issued ID (ex Driver's License)</small>

**COMPLETE ONLY IF STATEMENT TO BE SENT TO A TENANT OR A PROPERTY MANAGER**

(Property Manager must have current City of Lincoln Business License. To add a tenant; copy of signed lease required)

Name C/O \_\_\_\_\_

Billing Address: \_\_\_\_\_

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

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ / (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_  
Cell Cell/Work Fed ID# OR Tenant(s) DL# / Last 4 SSN

**SERVICE AGREEMENT**

The City of Lincoln will charge a twenty dollar (\$20.00) processing fee to set up your account. This amount will reflect on your first bill.  
 Customer agrees to pay all utility charges in a timely manner. Current charges are due the first of the month. All fee or charges which are not paid on or before the thirtieth day following the date such charges were due and payable will be considered delinquent. A ten percent interest of the charge shall be imposed and due upon mailing of a reminder notice. An additional charge of \$7.25 will be assessed if a door tag delinquent notification is placed on the property.  
 The undersigned (customer) agrees to be responsible for any damages to the bin and to personal and public property for the duration of the lease and agrees to return the bin in a satisfactory condition.  
**In the event of non-payment utility service will be terminated.** Customer will be required to pay a service charge of \$50.00 - \$150.00 and up to the full account balance before service is restored.  
**In the event payment is not made, the property owner is responsible for any unpaid balance on the account and all service charges if service is terminated for non-payment.** At its option, the City of Lincoln may place a lien on the property for all amounts owed.

Signature: \_\_\_\_\_  
Owner 1 Date

Signature: \_\_\_\_\_  
Owner 2 Date