



Checklist of Requirements for setting up services with Anderson City Utilities

Items customer(s) must bring with them:

- _____ 1.) Government issued, up-to-date, **photo ID** for all persons over the age of 18, residing at the address.
- _____ 2.) If renting, the tenant must bring in a copy of the original **Lease Agreement**, listing all persons over the age of 18.
- _____ 3.) If you own or are purchasing the property, then **Proof of Ownership** is required. (A document such as a Contract Purchase or Purchase Agreement, Deed, Bill of Sale, Settlement Statement, Property Tax Statements, etc.)
- _____ 4.) Any document(s) that have been whited-out, changed, altered or are expired will **NOT** be accepted - no exceptions.
- _____ 5.) **Deposits (Required):** Deposits are determined by credit checks and can run between \$0 - \$420 depending on level of risk (High, Medium or Low)

****Residential Deposits:** \$60.00 (*Water*) + \$100.00 (*Electric with gas heat*) = **\$160.00/Total**
OR \$60.00 (*Water*) + \$150.00 (*Total Electric*) = **\$210.00/Total**

****Commercial/Business Deposits:** \$200.00 (*water*) + \$200.00 (*Electric*) = **\$400.00/Total**

NOTE: Deposits must be cash, debit card, credit card, money order or cashier's check. No personal checks will be accepted.

NOTE: The deposit may be doubled depending on your credit history.

- _____ 6.) \$5.00 - **Application Fee** (No personal checks - must be cash, debit card, credit card, money order or cashier's check.)
- _____ 7.) **ALL** past due Utility Office bills, for all parties must be paid-in-full. This also includes accounts turned over for collection.

ATTENTION: If you do not meet ALL of the above requirements, please do not wait for a Utility Office Representative - as you will not be put in service.