



WELCOME TO EAST POINT!
REQUIREMENTS FOR ESTABLISHING NEW SERVICE

New Service is established between the hours of 8:00 a.m. until 4:00 p.m. **ONLY**

DOCUMENTS REQUIRED TO ESTABLISH NEW SERVICES

Residential Deposit / Fees to Establish Service

- \$5.00 dollars fee required for **Credit Check**
- Up to \$200.00 dollars deposit **based on Credit Check Report**
- \$60.00 Establishment Fee.
- \$40.00 dollars deposit for **Same Day Service** (Only accepted between the hours of 8:00 a.m. until 3:00 p.m.)
- If a customer declines a credit check, he, or she will be required to pay a \$200.00 dollar deposit.

Two document with a photo are required from list below:

- Current Driver's License
- Current Issued Identification
- Current Military Identification
- Current Passport or Passport Card
- Original Social Security Card
- Birth Certificate
- Current Debit Card
- Current Credit Card Current Health Insurance Card
- Current Work Identification
- Current School Identification
- ITIN Number
- Green Card
- Work Permit Card

Rental Property - One document is required from this category:

- Signature on Lease is required by Tenant and Landlord (**must be lease holder**)
- Application can only be completed by the Primary Lease Holder

Ownership of Property – One document is required from this category:

- Settlement Statement
- Warranty Deed
- Current Tax Bill

Real Estate Agent - All documents are required from this category:

- Listing agreement, and signature is required
- Management Agreement with two (2) forms of Identification Copy of Real Estate License, if providing copy of listing agreement.
- If the listing or management agreements are in the name of a business, then an employee I.D. with a picture will be required
- Letter of authorization with identification (if requesting for another person to establish service)



WAIVER OF LIABILITY TO CONNECT UTILITY SERVICES

The policy of the City of East Point Utilities is that the service is not connected without a responsible party on the premises. To allow for service connection at any time (whether or not a responsible party is on the premises), this waiver of liability form must be completed and signed by the property owner/renter/occupants and filed with the City East Point’s Customer Care Department. This waiver must be completed every time the service is connected.

This **WAIVER OF LIABILITY** is entered into this _____ day of _____ 20____, between the City of East Point Utilities, and (name) _____ (Property Owner/Renter/Occupant).

The Property that is being connected is located at _____.

Property Owner/Renter/Occupant desires for the Utility services to be connected at this location at any time whether or not a responsible party is on the premises. The City of East Point Utilities will agree to connect the Utility services without a responsible party being on the premises only upon the completion and filing of this agreement with the City of East Point’s Customer Care Department.

RELEASE AND WAIVER OF LIABILITY: Property Owner/Renter/Occupant hereby RELEASES, WAIVES and DISCHARGES the City of East Point Utilities, its successors and assigns, and its officers, employees, agents and consultants, from all liability, loss, claims, damages, possible or actual causes of action, cost, attorneys’ fees, and other expenses arising from any actions, claims, arbitrations, demands or lawsuits that may otherwise accrue, including claims for or relating to damages, loss or injury to persons or property, in any way resulting from or related to the connection of the Utility services to this property, from any cause whatsoever.

By signing below, I am stating that I have read this agreement and understand the possible ramifications of allowing Utility services connection without a responsible party on the premises and that I am the owner/renter/occupant of the property listed above:

Property Owner/Renter/Occupant Signature _____

Property Owner/Renter/Occupant Name (please print) _____

Date Signed ____/____/____ Phone Number _____ - _____ - _____
