

Application for Commercial Service

The customer who wishes to arrange for City utilities is urged to apply at the Customer Service office at 5 E Reed St, not more than (30) days in advance nor later than (1) business day notice (no weekends or holidays). Along with the date that service will be required, you will need:

- A current **PHOTO ID** (drivers license, identification card) and **SOCIAL SECURITY** number or **FEDERAL TAX ID** number.
- Completed Commercial Service Form
- A signed application for service will be required and the following:

If you are **PURCHASING** a property, you will need a signed Agreement of Sale or Settlement Sheet.

- If you are **RENTING** a property, a signed copy of the lease or rental agreement is required.
 - (Service will be denied without a current Rental Permit (COD Sec.22-351) obtained by the owner from Planning & Inspections 302-736-7011.
 - Owners must assure that all lienable items are paid prior to transfer of utility services.
 - Exact address of premises to be served
 - If available please provide a copy of your City of Dover Business or Professional License
 - A deposit may be required before the application is approved. The **DEPOSIT** amount is equal to three times the average monthly bill history or comparable business or a minimum of \$250.00, whichever is greater.
 - ⇒ Surety Bond will be accepted in lieu of deposit
 - ⇒ A Letter of Good Credit may be accepted in the business name

IMPORTANT: Request for service made by mail, email, or fax will not be completed until all listed requirements are met. A meter reading will be taken on the next available or future **business** date.

City services may be withheld or **denied if prior indebtedness** to the City for any services has not been paid in full. (COD Sec.110-2)



For additional information on City of Dover application requirements contact
Customers Services at 302-736-7035 or ebilling@dover.de.us

WWW.CITYOFDOVER.COM