



**CITY OF LANCASTER UTILITIES COLLECTION OFFICE  
CONTRACT FOR UTILITY SERVICE**

P. O. Box 1099 • 104 E. Main Street  
Lancaster, OH 43130-0819  
Phone (740) 687-6627 • Fax (740) 681-5040 • Email: utilities@ci.lancaster.oh.us

**Commercial/Industrial/Government**

Prior to tenants signing in, the owners must complete the Contract for Utility Service to establish ownership of the premises. Owners who have past due balances are required to pay such balances under ALL of their properties before new service is provided to tenants.

If it is determined that you, your spouse or anyone included on your lease or any member of your current household owes the City of Lancaster Utilities Collection Office any past due/delinquent bills, the unpaid bills must be paid IN FULL before service will be provided. If after service is provided and it is found that such past due/delinquent bills do exist, current service may be discontinued, without liability to the City, until payment of the prior bill(s) is made in full.

Any application for service using a different name in an attempt to conceal charges at a prior location will be considered as obtaining "services by deceit". This or falsification of any information or identification on this application will result in immediate termination of service.

**Applying for utility service is applying for credit. Like other creditors, we ask for your Social Security # or Federal Tax ID # to check your utility credit history. Your Social Security # or Federal Tax ID # is REQUIRED to establish service.**

Business Name \_\_\_\_\_ SS# or Federal Tax ID# \_\_\_\_\_

Date Service Requested (at least one business day from application-contract) \_\_\_\_\_

*(If services are currently off at this service address, a responsible adult (18 or older) must be present when services are reconnected)*

Service Address: \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Business Phone \_\_\_\_\_ Billing Phone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail address \_\_\_\_\_

Business Contact Person \_\_\_\_\_

Business Contact Address \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_ E-mail address \_\_\_\_\_

Are you interested in accessing your account via the Internet? Yes \_\_\_\_ No \_\_\_\_ If yes, your temporary password is \_\_\_\_\_

**Please check one:** Buying  Renting  Leasing

***If buying, renting or leasing, you must provide a copy of the original lease or original contract – if buying, you must provide proof of ownership.***

Date purchased/rented/leased: \_\_\_\_\_

If buying, renting, leasing:

Owner's Name \_\_\_\_\_

Owner's Address \_\_\_\_\_

Owner's Primary Phone \_\_\_\_\_ Owner's Secondary Phone \_\_\_\_\_

**If purchasing: If gas service has been terminated, property owner must have pressure test performed by a certified plumber and witnessed by the Lancaster Municipal Gas Department prior to restoration of service.**

Parent Company Name \_\_\_\_\_

Parent Company Address \_\_\_\_\_

Primary Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail address \_\_\_\_\_

*List all Partners/Officers and Titles*

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Credit Reference \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Credit Reference \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

I hereby make application to the City of Lancaster Utilities Collection Office for services. I agree to pay for such services at the rates established by ordinance adopted by the legislative authority of the City of Lancaster. If these charges are not paid in accordance with the rules and regulations of the Lancaster Utilities Collection Office, the City of Lancaster reserves the right to terminate all services. I agree to abide by all the rules and regulations of the Lancaster Utilities Collection Office. I agree that the City of Lancaster employees shall have access to my premises at all reasonable hours for the purpose of reading meters, installation or removal of meters and for inspection of equipment incident to carrying out this agreement. I further agree to hold the City of Lancaster Utilities Collection Office, the City of Lancaster and its agents, officials and employees harmless from any and all claims and demands alleged for loss, injury or damage to property or persons arising out of the delivery of services beyond the point of metering. I, as the renter also agree to give the Lancaster Utilities Collection Office one business days' notice prior to when I cease to occupy said premises and desire services to be discontinued. In the event of my failure to comply with any of the terms and conditions of this agreement, **I AGREE THAT THE LANCASTER UTILITIES COLLECTION OFFICE OR ITS REPRESENTATIVES MAY DISCONTINUE SERVICES WITHOUT FURTHER NOTICE TO ME AND THAT SUCH DISCONTINUANCE WILL NOT CONSTITUTE WAIVER OF ANY CLAIMS AGAINST ME FOR PRIOR SERVICES RENDERED BY LANCASTER UTILITIES. I UNDERSTAND THAT LANCASTER UTILITIES COLLECTION OFFICE MAY NOTIFY THE OWNER OF THE PROPERTY IF DISCONNECTION FOR NON-PAYMENT IS PENDING AND MAY PROVIDE UPON REQUEST MY PAST AND/OR PRESENT PAYMENT HISOTRY.**

The applicant(s) warrants that he or she is the owner or occupant of the premises and further warrants that all the information provided by them in this application-contract is true and correct and understands that false or misleading information shall be cause for the city to deny or cancel service and demand immediate payment of any amounts that are due. Applicant(s) have read and understand the terms of this application-contract

Applicant(s) acknowledge by their signatures below, they have received and read the City of Lancaster Utilities Collection Office General Rules and Regulations.

\_\_\_\_\_  
Applicant's Signature    Co-Applicant's Signature    Date

\_\_\_\_\_  
City Representative    Date