

# City of Seminole, OK

## Transfer of Utility Service Request

PH 405-382-4330 ext 224, FAX 405-382-8581, EMAIL: [water\\_office@seminole-oklahoma.net](mailto:water_office@seminole-oklahoma.net)

- Requirements for Transfer:
1. Rental or Lease Agreement if renting, Deed or Contract of Sale if buying, of your NEW address.
  2. Valid Photo ID
  3. Current Balance must be paid in full BEFORE transfer can be done.

Note: A one time charge of \$15.00 will be applied to the first bill of your new address.

TRANSFER SERVICE TO: \_\_\_\_\_ TURN ON DATE: \_\_\_\_\_ ACCT # \_\_\_\_\_

TRANSFER SERVICE FROM: \_\_\_\_\_ TURN OFF DATE: \_\_\_\_\_ ACCT # \_\_\_\_\_

LANDLORD OF NEW PLACE: (if renting) \_\_\_\_\_

YOUR NAME: \_\_\_\_\_

NEW MAILING ADDRESS IF DIFFERENT: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SSN: \_\_\_\_\_

DL/STATE ID NUMBER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

*AUTHORIZED PERSON: (only complete this if you want someone listed on your account.)*

NAME: \_\_\_\_\_ DL# \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

SSN: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDITIONAL POLYKART? YES NO HOW MANY? \_\_\_\_\_

*One polykart is standard with every account @ \$12.00 each.*

All bills are sent out by the 25th of every month. Bills are due by the 10th of the following month. If you do not receive a bill, it is your responsibility to contact the water department. If you move or leave, you must come in person to the water office to disconnect service, you will be responsible for all charges until you disconnect.

I have filled out the above application for service, if any false information is provided, it can result in denial of service. **I have read and understand this application and I understand that I am responsible for all charges on this account**

Signature

Date

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OFFICE USE ONLY

VERIFIED: PHOTO ID / ACCT/ BOTH / OTHER \_\_\_\_\_

FEE APPLIED TO ACCOUNT? \_\_\_\_\_

VERIFIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_