



City of Healdsburg
Utility Billing Department
401 Grove Street
Healdsburg, CA 95448-4723
Phone: (707) 431-3307
Fax: (707) 431-3171

To connect utilities in your name or business name you must fill out the application attached and meet one of the following deposit requirements:

1.) Residential Service: Provide a deposit of \$150.00 dollars. This deposit may be charged to your Visa or MasterCard. We can accept your credit card payment over the phone, in person or you may make the request in writing. If in writing, be sure to include:

- a. Credit card number
- b. Expiration date
- c. CVC code on the back of the card
- d. Authorized signature

If you make your payment over the phone or request a payment in writing please indicate whether you wish to have your receipt returned. If so, how you would like it returned, by mail or fax. If you choose to have it returned, you must provide the mailing address or the fax number. All correspondence with credit card information will be shredded after transaction is completed.

Commercial Service: All of the information listed above for residential service applies to commercial service plus the additional requirement of a business license. A business license is required before utilities can be established in the name of the business. You will need to contact the Utility Billing department for the required commercial account deposit.

2.) Letter of Credit from Prior Utility: The prior utility account must have been in your name or same business name and have been paid in a timely manner for a minimum of one year. Your prior utility company can supply you with a letter of credit at your request. If you had services provided by the City of Healdsburg for the last year and made your payment on time, please list your customer number on the application and list it as credit established.

3.) Guaranty of Payment Form: This form must be signed by a current Healdsburg homeowner/utility customer who has paid in a timely manner for the last year.

Please complete the forms below. Complete the highlighted areas only on the Field Service Request form. These forms may be returned:

- **Via Email:** finance@ci.healdsburg.ca.us
- **In Person:** City Hall, 401 Grove Street
- **By Fax:** (707) 431-3171
- **By Mail:** City of Healdsburg, Utility Billing, 401 Grove Street, Healdsburg, CA 95448.

If you have additional questions, please call (707) 431-3307.

OFFICE ACTION		FIELD ACTION					
ACCOUNT NUMBER		APPLICANT NAME			DATE REQUESTED		BY
BILLING NAME		LOCATION			APPLICANT PHONE		
BILLING ADDRESS		FIELD ACTION REQUEST					
CITY, STATE, ZIP		ACTION		METER READINGS		SERVICE	
ELECTRIC RATE C1 P2 P4 D1 D2 D3 D4 D5		READ METER		BEGINNING	ENDING	SEWER	
IN CITY OR OUT (WATER) I O		PHYSICAL DISCONNECT				WATER	
WATER MIN		NEW CONNECT				ELECTRIC	
SEWER CHARGE		EXCHANGE METER		METER #	DATE WORKED	WORKED BY	
REMARKS CONNECT		OCCUPANCY PERMIT		BUSINESS LICENSE CLEARANCE	BUILDING N OR E	OWNER	RENTER
						SIC CODE	SQ. FEET
DEPOSIT REQ'D	RECEIPT NO.	GUARANTOR		Customer agrees to abide by all City Ordinances & Rules. Service is exclusively for the Applicant. Bills are due & payable in a manner & time indicated on the bill. Service may be terminated without notice for extended delinquency in payment or violation of utility rules & regulations.			
CUSTOMER SIGNATURE		DATE					

**CITY OF HEALDSBURG
APPLICATION FOR SERVICE**

DATE _____

NAME _____
PLEASE PRINT LAST FIRST SPOUSE

SERVICE ADDRESS _____

MAILING ADDRESS _____

DOB _____ SSN _____ CDL# _____

PHONE/HOME _____ WORK _____

EMPLOYER NAME & ADDRESS _____

OWNER TENANT LETTER OF CREDIT

SIGNATURE