City of Lincoln
Live. Life. Lincoln

CITY OF LINCOLN
Utility Services Division
600 Sixth Street . Lincoln, CA 95648
(916) 434-2430 (ofc) • (916) 645-9502 (fax)
Email address: utilitybilling@lincolnca.gov

FOR FINANCE DEPT. USE ONLY

RT/SER _____

METER READING _____

RES-CAN ORDERED _____

REQUEST FOR UTILITY SERVICES

Water – Sewer – Refuse

NEW SERVICE REQUEST

Service Address: _____ Close of Escrow Date: _____

(PLEASE PRINT)

OWNER INFORMATION: (STRICTLY CONFIDENTIAL)

Owner One: _____ , _____
First Name Last Name

Owner Two: _____ , _____
First Name Last Name

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: (___)___ ___ ___-___ ___ ___ ___ /(___) ___ ___ ___-___ ___ ___ ___ /(___) ___ ___ ___-___ ___ ___ ___
Home Work Fax or Cell

MUST PROVIDE SSN AND GOVERNMENT ISSUE I.D. FOR EACH OWNER

(Example: Government Issue ID can be a Driver's License, State Issued ID, Passport Number or Military ID Number)

Owner 1 ___ ___ ___ - ___ ___ - ___ ___ ___ ___ | _____
SSN | State Issued ID (ex Driver's License)

Owner 2 ___ ___ ___ - ___ ___ - ___ ___ ___ ___ | _____
SSN | State Issued ID (ex Driver's License)

COMPLETE ONLY IF STATEMENT TO BE SENT TO A TENANT OR PROPERTY MANAGER

Name C/O _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: (____)___ ___ ___-___ ___ ___ ___ / (____) ___ ___ ___ - ___ ___ ___ ___ / (____) ___ ___ ___ - ___ ___ ___ ___
Home Work Fax or Cell

SERVICE AGREEMENT

The City of Lincoln will charge a twelve dollar ($12.00) processing fee to set up your account. This amount will reflect on your first bill.

Customer agrees to pay all utility charges in a timely manner. Current charges are due the first of the month. All fee or charges which are not paid on or before the thirtieth day following the date such charges were due and payable will be considered delinquent. A penalty of ten percent of the charge shall be imposed and due upon mailing of a ten day notice. An additional charge of 7.25 will be assessed if a door tag delinquent notification is required.

In the event of non-payment utility service will be terminated. Customer will be required to pay a service charge of $25.00 - $70.00 and up to the full account balance before service is restored.

Bills may be sent to the service address in care of the tenant as a service to the customer, but the account will remain in the owner's name. **In all cases the property owner bears the risk of non-payment by the tenant. In the event payment is not made, the property owner is responsible for any unpaid balance on the account and all service charges if service is terminated for non-payment**. At its option, the City of Lincoln may place a lien on the property for all amounts owed.

Signature: _____ _____
Owner 1 Date

Signature: _____ _____
Owner 2 Date