



Below are the following requirements to establish utility service with the City of Monroe. All requests and necessary paperwork must be completed by 2:00 p.m. Monday through Friday in order for services to be connected or disconnected on same day. Otherwise, service will not be turned on until the next City business day. No service will be connected or disconnected on holidays or weekends.

NEW SERVICE:

Proof of Ownership (i.e., warranty deed, settlement statement, Quit Claim Deed, Deed of Assent, Administrator's Deed, or Executor's Deed [which must have actual physical address on document]) **or Legal Lease Agreement**

Picture Identification (i.e., driver's license, government-issued photo ID, passport, inmate photo ID)

Code Inspection (Required if property is located within City Limits of Monroe. Code Office is located at City Hall, 2nd Floor, 215 N. Broad Street, Monroe, GA; or you may call 770-207-4674 to schedule a code inspection.)

Social Security Number (used to run credit check to determine amount of security deposit)

Customer must complete a service application and all necessary paperwork to establish new service. The application must be made in person at the City of Monroe Utilities Department office with a Customer Service Representative (CSR) assisting in filling out the necessary paperwork.

LANDLORD (PROPERTY OWNER) TURNING ON FOR THE FIRST TIME REQUIRES:

Floating Security Deposit (To establish utility service in landlord's name, even if only for temporary service, a deposit of \$200.00 must be paid and remain on hold until rental property is sold or if landlord decides he or she will no longer need to turn on services in their name for clean-up or repairs.)

Proof of Ownership (i.e., warranty deed, settlement statement, Quit Claim Deed, Deed of Assent, Administrator's Deed, or Executor's Deed [must have actual physical address on document])

Picture Identification (i.e., driver's license, government-issued photo ID, passport, inmate photo ID)

Code Inspection (Required if property is located within City Limits of Monroe. Code Office is located at City Hall, 2nd Floor, 215 N. Broad Street, Monroe, GA; or you may call 770-207-4674 to schedule a code inspection.)

Social Security Number or Federal Identification Number (if in a business name)

Landlord must complete a service application and all necessary paperwork to establish new service. The application must be made in person at the City of Monroe Utilities Department office with a Customer Service Representative (CSR) assisting in filling out the necessary paperwork.

LANDLORD'S DUTIES AS TO CHANGES (FUTURE CONNECTIONS & DISCONNECTIONS) TO EXISTING SERVICE:

Temporary Code Inspection (Landlord must contact City Code Office at 770-207-4674 to request a Temporary Code Inspection, if property is located within City Limits of Monroe. The Code Office will verify that Landlord owns the property before sending the temporary utility inspection to Customer Service)

Landlord's Request for Temporary Utility Services Form (Must fax Form to Customer Service at 770-267-3698 AND call Customer Service at 770-267-3429 to turn on utility services in Landlord's name.)

Landlord's Request for Disconnection of Temporary Utility Services (It is the responsibility of the Landlord to notify the City of Monroe to disconnect utility services by faxing a written Disconnect Request Form to 770-267-3698 AND by calling the office of the City of Monroe at 770-267-3429.)

The City of Monroe will not be responsible for letting the Landlord know if tenant(s) come in to put utilities in their name. If Landlord does not request a disconnect by faxing a Disconnect Form to fax number 770-267-3698 and calling the office of the City of Monroe at 770-267-3429 to disconnect services, then the landlord will be responsible for utility bill(s) until a written request has been received by the City of Monroe.

LISTING AGENT (i.e., Real Estate Broker, HUD Representative):

Security Deposit (To establish utility service in the Listing Agent's name, a security deposit of \$200.00 must be paid for each location prior to activation. Application must be made in person at the City of Monroe Utilities Department office.)

Utility Activation Authorization Form (Contract from Property Owner giving Listing Agent/Buyer authority to have utility service turned on and turned off.)

Picture Identification (i.e., driver's license, government-issued photo ID, passport, inmate photo ID)

Federal Identification Number

Temporary Code Inspection (Listing Agent must contact Code Office at 770-207-4674 to request a Temporary Code Inspection, if property is located within City Limits of Monroe.)