

City of Milford

Commercial Service Application

The Customer who wishes to arrange for City utilities is required to apply at the Customer Service Department at 119 S. Walnut Street, no more than (7) days in advance nor later than (3:00 pm) on day requested. **You will need:**

- A current **PHOTO ID** (driver's license, identification card, etc.) and your **FEDERAL TAX ID NUMBER** or **COPY OF STATE OF DE Business License**.
- If you are **RENTING** a property, you will need a signed copy of the lease from the apartment complex or landlord.
 - **The exact service address. No altered leases will be accepted.**
 - All persons named as lessee must be **present with ID's**.
 - The City will accept an authorized agent with proper ID.
 - **\$50.00 Electric Connect Fee**
- **A deposit will be required for anyone renting a property.**
 - **Electric Deposit**
 - **The greater of two-twelfth of the average annual estimated bill or a minimum of \$500.00**
 - **Trash Deposit-\$100.00 (if business has city trash)**
 - Deposit Payment options: Cash, Check, Money Order or Credit Card (Visa, Master Card, and Discover).
- If you are **PURCHASING** a property, you will need a **signed Settlement Sheet**.
 - **\$50.00 Electric Connect Fee**
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- **Customer MUST obtain a Certificate of Use from the Planning Department prior to setting up services.**
- A Date of service will be required. *(No weekends or holidays)*

IMPORTANT: **Established Rental Property Owners** may request for service by fax but will not be completed until all listed requirements are met. A meter reading will be taken within 2 business days.

City Services may be withheld or denied if prior indebtedness to the City for any services has not been paid in full.

For additional Information on setting up services with City of Milford please contact Customer Service at 302-422-6616.