

**CITY OF CHENEY**  
 609 Second Street  
 Cheney, WA 99004-1698  
 (509) 498-9209  
 Fax: (509) 498-9297  
[finance@cityofcheney.org](mailto:finance@cityofcheney.org)

## **UTILITY SIGN-UP**

Before utility service can be connected in the City of Cheney, we require completion of the following information and a utility deposit. If you will complete this form below, and return it with the deposit and appropriate identification, we will connect your service. A one-time-only connect fee of \$5.00 for water and \$10 for electric service will appear on your first bill. The required deposit amounts are listed below.

Things you should know about your new utility account:

1. Bills are mailed once a month, on the last working day of the month.
2. If you do not receive your bill within the first week of each month you are responsible to phone our office to find out the amount of your bill.
3. The bills are due on the 15th of the month, unless that day falls on a weekend or holiday, then the bill will be due on the first working day after the 15th.
4. You will be charged a late fee and mailed a late notice if the bill is not paid by this date.
5. Utility accounts are disconnected each month if the bill is not paid *in full* prior to disconnect day.
6. Your deposit will be held on your account and applied to your final bill.

To sign up for service:

1. Attach copy of picture I.D. (driver's license, student I.D., etc.)
2. Include the entire deposit. U.S. currency only -- Please send check, money order, or credit card information – do not send cash.
3. Completely fill out form. Any blanks left will mean no service.
4. Sign below, detach and return to the City at address above, OR fax to (509) 498-9297.

Service Address: _____		
Name: _____		
Last	First	Middle
Mailing Address: _____		
City, State, ZIP: _____		
Telephone #: _____		
Date of Birth: _____	Employer: _____	
SSN# : _____	DL#: _____	State: _____
Email: _____		
Property Owner/Landlord: _____		
Name of Nearest Relative: _____		
Address: _____		
City, State, ZIP: _____		
Address of Previous Service: _____		
<i>I certify that the above information is true and agree that I am responsible for payment of account: and that the utilities supplied hereunder are subject to all provisions of the Cheney Municipal Code now enacted or hereafter amended.</i>		
Signature: _____		Date: _____

**Date you want service to start:**

\_\_\_\_\_

*Service may be requested to start Monday through Friday between 8:00 a.m. and 3:00 p.m. After-hours and weekend connects will require additional, non-refundable \$120.00 connect fee for electric and \$25.00 for water.*

**Deposit Amounts are as follows:**  
**You pay for one or two services: \$150.00**  
**You pay for three services \$175.00**  
**You pay for four services \$200.00**  
*The full deposit amount required is necessary to start service.*