

**CITY OF EL CENTRO
CUSTOMER SERVICE DIVISION
(760) 337-4510**

**REQUIREMENTS FOR NEW CUSTOMER TO
ESTABLISH A UTILITY ACCOUNT**

NEW PROPERTY OWNER

1. PROOF OF OWNERSHIP WITH CUSTOMER NAME AND LOCATION
(ONE OF THE FOLLOWING)
 - A. ESCROW DOCUMENTS (HUD 1/FINAL SETTLEMENT)
 - B. PROPERTY TAXES
 - C. PROPERTY DEED
2. VALID PICTURE IDENTIFICATION
(ONE OF THE FOLLOWING)
 - A. DRIVER'S LICENSE
 - B. GOVERNMENT ISSUED IDENTIFICATION
3. SOCIAL SECURITY NUMBER / COMMERCIAL- FED ID # (IRS)

NEW PROPERTY RENTER/LEASEE

1. RENTAL AGREEMENT
 - A. MUST STATE CUSTOMER NAME AND LOCATION
 - B. MUST STATE TENANT IS RESPONSIBLE TO WATER
2. VALID PICTURE IDENTIFICATION
(ONE OF THE FOLLOWING)
 - A. DRIVER'S LICENSE
 - B. GOVERNMENT ISSUED IDENTIFICATION
3. SOCIAL SECURITY NUMBER / COMMERCIAL- FED ID #
4. DEPOSIT
 - A. RESIDENTIAL \$40.00
 - B. COMMERCIAL \$60.00

ALL COMMERCIAL:

- A. LETTER ON LETTERHEAD AUTHORIZING SIGNING AGENT
- B. BUSINESS LICENSE ON FILE