

UTILITY SERVICES REQUEST FORM

Customer Information (please fill in required information below):

NAME:					
MAILING/FORWARDING ADDRESS: (IF DIFFERENT FROM CONNECTION/DISCONNECTION ADDRESS)					
PHONE #	HOME:		CELL:		EMAIL:
DATE OF BIRTH	YEAR:	MONTH:	DAY:	DRIVER'S LICENSE OR HEALTH CARD #: (PLEASE ATTACH A COPY OF IDENTIFICATION)	

SERVICE REQUEST (PLEASE CHECK ONE)

<input type="checkbox"/>	SERVICE CONNECT	<input type="checkbox"/>	SERVICE DISCONNECT	<input type="checkbox"/>	SERVICE TRANSFER	<input type="checkbox"/>	OTHER (SPECIFY BELOW)
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CONNECT / TRANSFER TO ADDRESS	REQUESTED DATE OF CONNECTION:
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DISCONNECT / TRANSFER FROM ADDRESS	REQUESTED DATE OF DISCONNECTION:
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Please note: We do not backdate connects or disconnects and do not do same day or weekend service so please date accordingly.

City Information (to be completed by Customer Services Representative):

Existing		New	
Account Number:		Account Number:	
Premise Number:		Premise Number:	
Water Meter #:		Water Meter #:	
Date of disconnection		Date of connection	
Water Meter Read:		Water Meter Read:	
Electric Meter #:		Electric Meter #:	
Date of disconnection		Date of connection	
Electric Meter Read		Electric Meter Read:	
Sock:	YES <input type="checkbox"/> NO <input type="checkbox"/>	Pull Meter:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Garbage Cart #:		Garbage Cart #:	
Order Completed by:		Deposit/Transfer:	
DIRECTIONS:			

AS A CONSUMER OF CITY OF SWIFT CURRENT UTILITY SERVICES, I UNDERSTAND:

- SERVICE TECHNICIANS MUST BE PERMITTED ENTRY ONTO MY/OUR PROPERTY TO READ METERS AND/OR PERFORM OTHER DUTIES RELATED TO UTILITY SERVICES.
- IF MY/OUR UTILITY ACCOUNT IS OUTSTANDING AFTER TWO MONTHS OF BILLING, SERVICE MAY BE TERMINATED AT ANY TIME, IN ACCORDANCE WITH THE NOTICE ON MY/OUR UTILITYBILL.
- TRANSFER FEE SHALL BE APPLICABLE FOR ANY TRANSFER OF SERVICES FROM ONE ACCOUNT TO ANOTHER
- UTILITY DEPOSIT IS REQUIRED FOR ALL NEW SERVICE CONNECTIONS

SIGNATURE:	DATE:
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Notice to Utility Account Holders

Utility Deposit:

You will need to make a utility deposit before the utility connection is made. This can be paid with cash, cheque or debit. If you are unable to make it down to city hall during our working hours of 8:00 am to 4:30 pm, and you want to pay by cash or cheque you can deposit it in a sealed envelope in our night deposit box on the side of City Hall.

Questions:

If you have any questions please feel free to contact the customer services representative at 306-778-2731 or by email at customerservice@swiftcurrent.ca

General:

- If connecting/disconnecting a business, please attach a copy of a business card for the contact person.
- Utilities can be provided at two addresses for up to 5 business days without an additional deposit being required.
- If you have an outstanding bill at a previous address this will need to be paid before a connection can be established.
- We do not backdate connections or disconnections and do not do same day or weekend services so please date accordingly.