

# UTILITY SERVICES REQUEST

NAME							
MAILING ADDRESS							
PHONE		CELL		EMAIL			
CO-OCCUPANT							
MAILING ADDRESS							
PHONE		CELL		EMAIL			
DOB	MONTH	DAY	YEAR		DRIVERS LICENSE		

## SERVICE REQUEST (PLEASE CHECK ONE)

CONNECT		DISCONNECT		TRANSFER		OTHER	
CONNECTING TO:						REQUESTED DATE:	
DISCONNECTING FROM:						REQUESTED DATE:	

*Please note: We do not backdate connects or disconnects and do not do same day or weekend service so please date accordingly.*

PRE-AUTHORIZATION PAYMENT PLAN	YES	NO	CONTINUE	CHANGE
<b>UTILITY DEPOSIT TO BE PAID PRIOR TO CONNECTION</b>				

*Please provide a banking debit authorization from bank or void cheque for any new, continuing and changes to payment plan*

## FOR OFFICE USE:

EXISTING ACCOUNT FOR DISCONNECTION FROM			NEW ACCOUNT TO CONNECT TOO		
ACCOUNT NUMBER			ACCOUNT NUMBER		
PREMISE NUMBER			PREMISE NUMBER		
WATER METER NUMBER			WATER METER NUMBER		
WATER METER READ			WATER METER READ		
DATE OF DISCONNECTION			DATE OF CONNECTION		
ELECTRIC METER NUMBER			ELECTRIC METER NUMBER		
DATE OF DISCONNECTION			DATE OF CONNECTION		
ELECTRIC METER READ			ELECTRIC METER READ		
SOCK	YES	NO	PULL METER	YES	NO
GARBAGE CART #			GARBAGE CART #		
COMPLETED BY			CYCLE #		
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 UTILITY BILL.
- TRANSFER FEE MAY BE APPLICABLE FOR ANY TRANSFER OF SERVICES FROM ONE ACCOUNT TO ANOTHER
- UTILITY DEPOSIT REQUIRED FOR ALL NEW SERVICE CONNECTIONS

OCCUPANT SIGNATURE:		DATE:	
CO-OCCUPANTSIGNATURE:		DATE:	

FOR FURTHER INFORMATION PLEASE CONTACT OUR  
CUSTOMER SERVICE DEPARTMENT AT (306)778-2731 / FAX (306) 778-2194  
OR EMAIL AT [customerservice@swiftcurrent.ca](mailto:customerservice@swiftcurrent.ca)

## ***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 7:45 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](mailto: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.**