

# City of Brookings

898 Elk Drive  
Brookings, OR 97415  
Phone: 541-469-1125  
Fax: 541-469-3650  
[www.brookings.or.us](http://www.brookings.or.us)



## START SERVICE

Today's Date: \_\_\_\_\_  
Start Service Date: \_\_\_\_\_  
Service Address: \_\_\_\_\_  
Circle One:            Renter    Owner  
Name: \_\_\_\_\_  
  Mail Address: \_\_\_\_\_  
  City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Owner/Landlord: \_\_\_\_\_  
  Mail Address: \_\_\_\_\_  
  City, State, Zip: \_\_\_\_\_

**\*\* The following is for Office Use Only\*\***

Account #:	_____	Deposit \$:	_____
Receipt #:	_____	Date Read :	_____
Sequence #:	_____	Meter Reading:	_____
Meter #:	_____	Reader:	_____
Register #:	_____		

## Start Service Request \*

### Instructions:

1. Print out this form.
2. Contact the Utility Billing Clerk in the Administrative Services Department at 541-469-1125 to determine the deposit amount.
3. Complete the top portion of the Start Service form on the left side of the page.
4. Sign below.
5. Bring your **original** signed form, along with your deposit, to the Utility Billing window at City Hall, 898 Elk Drive, Brookings.

SIGNATURE: \_\_\_\_\_

\*Federal law requires that the identity of all new utility customers be verified prior to starting new service. If you are opening a new account and are unable to come into the office to provide the appropriate identification, you must complete the "Start Service – Out of Area Request" form.