



NEW SERVICE CHECKLIST

Please bring the following to set up a Del City Utility Account:

New Occupant Service

- Housing Inspection Certificate
- Completed Application (all applicants over the age of 18 must sign application)
- Lease, Rental Agreement or Ownership Papers
- 1 U.S. Government Issued ID with photo for everyone over the age of 18
(Driver's License, State ID, Military ID, or Passport)
- \$25.00 Application Fee (non-refundable)
- Deposit of \$90.00 for Owners or Military (with proper ID)
- Deposit of \$120.00 for Renters or Rent to Own
- ***** (If you have had a delinquent account with the City of Del City,
there will be an additional \$100.00 deposit required.)
- Utility Services will not be activated after 4:00P.M. Monday through Friday.

Other Situations:

My parents are deceased, but I need to set up services at their house. How do I start service?

If you are residing at the property you will need:

- Death certificates
- Estate/Probate paperwork
- Do everything listed above for NEW OCCUPANT SERVICE section. (Person intending on setting up service must be the occupant of the house.)

If you need to clean the residence but are not residing there you will not be able to set up a full utility account. You will need to set up temporary service and you will need:

- Photo Id
- Estate/Probate paperwork
- Death Certificate
- Temporary Application
- Fee: 2weeks-water only=\$20.00 4weeks- water only=\$40.00
2weeks- water and trash=\$30.00 4weeks-water and trash=\$55.00

My Spouse is deceased and I am not on the Utility account. I need to get the services in my name. I am still living here.

- Bring death certificate
- Photo ID
- Fill out new account application.

If you have a situation different than any of the listed, please call for more information on how to set up your utility services. 405-670-7320, 405-670-7319, 405-670-7326, 405-670-7328