

**APPLICATION FOR WATER/SEWER SERVICE**  
**DEKALB COUNTY FINANCE – TREASURY AND ACCOUNTING SERVICES**  
**1300 COMMERCE DRIVE, ANNEX**  
**DECATUR, GA 30030**

\_\_\_\_\_  
 (PLEASE PRINT) LAST NAME FIRST NAME MI

\_\_\_\_\_  
 NEW ACCOUNT NUMBER

\_\_\_\_\_  
 SERVICE ADDRESS

\_\_\_\_\_  
 BILLING ADDRESS (IF DIFFERENT)

\_\_\_\_\_  
 CLOSING DATE/BEGINNING LEASE DATE

\_\_\_\_\_  
 CITY, STATE, ZIP CODE

\_\_\_\_\_  
 CITY, STATE, ZIP CODE

\_\_\_\_\_  
 OWNER \_\_\_\_\_ MNGMNT CO  
 \_\_\_\_\_ RENTER

In consideration for receiving water and/or sewer service from DeKalb County, Georgia, at the above location, I hereby acknowledge responsibility for payment of service billings. A non-refundable application fee of twenty dollars (\$20) will be added to the first bill, and account is subject to interruption without notice if not paid by due date.

**Owners are to provide a copy of the settlement statement, picture identification, a completed Certificate of Compliance or Exemption Form and completed application to establish a DeKalb County Water/Sewer Account. If the Exemption Form is required, please circle the applicable number. Tenants are to provide a copy of their lease and a picture identification to establish a DeKalb County Water/Sewer Account.**

DeKalb County may disconnect service if payment in full is not received by the due date indicated on the bill. The total outstanding balance must be paid for service to be restored. If service is interrupted due to non-payment, a forty-five dollar (\$45.00) “turn off” fee will be billed to the account as well as a forty-five dollar (\$45.00) “turn on” fee when service is restored.

A twenty-five dollar (\$25.00) fee will be charged for each dishonored check. If two dishonored checks are received within a twelve-month period, only cash, money order or certified check will be accepted for payment of services for the following twelve months.

Residential water accounts are billed on a bi-monthly basis (every two months), and payment by the indicated due date is required to prevent interruption of service. You may pay your water bills online at: [www.co.dekalb.ga.us](http://www.co.dekalb.ga.us).

If you have a question regarding your bill, or need to discuss payment of your account, please call our Customer Service phone number, **(404) 378-4475** between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday with the exception of legal holidays. Our fax number is **(404) 687-3504**.

**In consideration for having water service initiated/restored at the above address, I agree to ensure that all water service facilities (sinks, tubs, faucets/inside and outside, etc.) are turned off, or that someone will be on the property to check for leakage. I understand that DeKalb County is not responsible for water damage to this property or its contents. If you are establishing new service and the water is off, it may take up to 5 business days from processing of the completed application (along with the submitted required documentation) to have service restored.**

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 DRIVERS LICENSE

\_\_\_\_\_  
 PREVIOUS ADDRESS

\_\_\_\_\_  
 HOME TELEPHONE

\_\_\_\_\_  
 WORK TELEPHONE

\_\_\_\_\_  
 SOCIAL SECURITY /TAX ID #

\_\_\_\_\_  
 LEAVE ON AT PREVIOUS LOCATION  
 YES \_\_\_\_\_ NO, PLEASE DISCONNECT ON \_\_\_\_\_

**\* APPLICATION WILL NOT BE PROCESSED WITHOUT ATTACHED PAPERWORK \***