

Checklist of Items Needed to Apply for New Service:

RESIDENTIAL:

- _____ Copy or original of Lease Agreement or closing documents (HUD statement or Deed of Trust)
- _____ Original Driver's License, Passport or Identification Card – must be issued within United States and must be valid.
- _____ Original Social Security Card – we prefer to have the card as it makes applying for service simpler. Customer will need to talk with customer service representative to determine what other forms of ID can be used in lieu of Social Security Card or please go through the list of acceptable documents.
- _____ Deposit (if applicable) and / or connect fees – this must be paid with Cash, Check or Money Order only.

BUSINESS:

- _____ Certificate of Occupancy – this is the first step for New Service for Business. A fire inspection is required as part of this process. (See Planning Department to begin process)
- _____ Copy or original Lease Agreement or closing documents (HUD statement or Deed of Trust).
- _____ Original Driver's License or ID Card - must be issued within United States and must be valid.
- _____ Tax ID Number - must be on Official Letterhead or W9 will suffice.
- _____ Deposit (if applicable) and / or connect fees – this must be paid with Cash, Check or Money Order only.

Please remember, we accept new service applications between 8:00 am and 4:00 pm – Monday thru Friday.

Thank you and welcome to the City of Newton.

You must have all of these items to proceed with application for new service. If you are missing one or more of these items, you will need them before application can be processed. Please return once you have copies of all of the items on this checklist. If you have any questions, please see one of the customer service specialists or the receptionist for assistance or via e-mail customerservice@newtonnc.gov or at (828) 695-4301.