



## POLICY TO ESTABLISH UTILITY SERVICE

In order to establish service, McCormick CPW will need the following:

- **A Completed Service Contract**
- **A Paid Application Fee of \$20.00 (effective 6/13/2013)**
  - The Application Fee is Non-Refundable
- **A Paid Utility Deposit**
  - Please contact our local office at 864-852-2224 to determine the amount of your deposit.
- **Property Owner** - Must show proof of ownership.
- **Rental Property** - Must have proof of one of the following:
  - Rental Agreement
  - Lease Agreement
  - Rent Receipt
- **Address of the Property**
  - Please provide the physical address including the street name, property number, apartment number or lot number (if applicable).
- **Social Security Card** or document with social security number.
- **Driver's License** or photo identification.
- **Mailing Address**
  - Where the customer will receive their Utility Bill if it is different than their physical address.

Utility Deposits paid between 9am and 12pm are cut on by 5:00pm that day. Utility deposits paid after 12:00pm are installed at the availability of the meter installer until 4:30pm that day. Any meter that cannot be installed that working day will be installed the next working day.

Meter deposits will remain on file as long as the customer has utility service. Only AFTER, service is terminated and final bill is paid in full, will the meter deposit be refunded.

The McCormick Commission of Public Works "is an Equal Opportunity Program" and "an Equal Opportunity Employer."