

# UTILITY DEPOSIT FORM



**\*Additional forms are available for enrollment in Paperless Billing, Automatic Bill Pay.  
These forms are also available on our website at cityofrichmondmo.org.**

Name: \_\_\_\_\_  
(Please print name of primary account holder as you want name to appear on utility bill)

\_\_\_\_\_  
Social Security Number                      Driver's License Number                      Date of Birth

\_\_\_\_\_  
Phone Number                                      E-Mail

Secondary Account Holder Name (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Social Security Number                      Driver's License Number                      Date of Birth

\_\_\_\_\_  
Phone Number                                      E-Mail

Service Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(If different from service address)

\_\_\_\_\_ **Own - \$100 Deposit**  
Please provide a copy of your deed/title work

\_\_\_\_\_ **Rent/Lease/Contract for Deed - \$150 Deposit**  
Please provide a copy of your Rental/Lease Agreement (agreement must include your name)

**Landlord Name:** \_\_\_\_\_

**SIGNATURE**

I/We hereby declare myself/ourselves to be financially responsible and further agree and promise to pay on demand to the City of Richmond any and all accounts incurred by myself/ourselves for utility service at the address above stated. I/We further understand that service may be disconnected after the 20<sup>th</sup> of the month for non-payment and a reconnect fee will apply along with full payment of the bill. Photo identification may be required and may be kept on file.

\_\_\_\_\_  
Signature                                      Date                                      Signature                                      Date

Office Use Only

Account Number \_\_\_\_\_

Deposit Amount \_\_\_\_\_                      Receipt Number: \_\_\_\_\_