



UTILITY SERVICE CHECKLIST

1065 Ridgewood Avenue

Holly Hill, Florida 32117

Phone:(386) 248-9442/Fax: (386) 248-9458

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These items are the items needed in order to obtain utility service in the City of Holly Hill:

- Person whose name will appear on the bill must be present.
- VALID** Driver's License of person whose name will appear on the bill.
- Federal Identification Number for an account in a business name or Social Security number of person whose name will appear on the bill.
- Water Deposit in the amount of: _____
- Dumpster Deposit in the amount of: _____

Your payment options are:

- Check
 - Cash
 - Credit Card
 - Money Order
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- You have an outstanding balance from a previous account therefore you will need an additional payment amount of: _____ in order to establish new service.
 - You are renting therefore you need a copy of a valid lease signed by the **OWNER** of the property as registered on the Volusia County Property Appraisers website, showing the name of the person whose name will appear on the bill.
 - Your landlord needs a Valid Rental Receipt.
 - Your landlord needs a valid Backflow Inspection Permit.
 - If the lease shows a property management company as the owner and they do not own the property but manage it for the owner, a copy of a valid contract between the property owner and the property management company is required.
 - You own the property however there are no official recordings of such ownership, therefore you may provide a copy of your closing papers in order to establish service.
 - You are attempting to establish service in the name of a business; therefore you will need documentation from an officer of the company permitting you to establish service in the business name. Verification of the authorized officer will be via Sunbiz.org
 - You are opening a commercial account and will require a valid business tax receipt.

You will also require the following in addition to any requirements above:

Service Address, Telephone Number, Water Turn on Date (Monday-Friday, 8AM-12Noon. No Holidays)