



The following documentation is required for renters wishing to establish service with the Scottsboro Water Sewer Gas Board:

1. An unaltered current lease agreement, rent receipt or authorization form that has the following information (In place of these documents, a permission letter written by your Landlord will be accepted only if it includes the same required information):
 - Dated within 30 days from today.
 - States the property address.
 - States your name.
 - Must be signed by your Landlord
2. Valid Government issued photo ID for each person listed on the provided rental documents.
3. Social Security Number for each person listed on the provided rental documents:
 - Tax ID or EIN required for commercial customers.

All Renters listed in the rental document provided to us must present themselves to apply for WSG services. If someone on the document is unable to be physically present, the person applying for service on their behalf must have a letter of permission from the non-present applicant giving them authorization to apply for our utility services under their name. The person applying in the absence of the Renter must bring all of the required documentation for the absent person(s) as well as provide proof of identity for themselves.

Required documentation to set service with us may be submitted via email if you are unable to be physically present in our office at the time service is being set. Arrangements to pay deposits can be made at that time and is at the sole discretion of the Scottsboro Water Sewer Gas Board. Please send all questions and electronic requests for service to wsgcsr01@scottsboro.org. We can be reached by phone at **256-574-1515** and **256-574-1744**.

Required deposits must be paid at the time service is established. Accepted forms of payment are cash, check, money order and with an additional fee, Visa, Master Card, and Discover. Deposits are:

- \$125 for water
- \$175 for gas

*Commercial properties have minimum deposits of \$200 for water and \$200 for gas. These amounts are subject to increase based on expected utility consumption. Exact amounts will be determined by Scottsboro WSG Management upon request. After one year, consumption will be re-evaluated and you may be requested to increase your deposit on file.

In the event the deposit check is returned to Scottsboro WSG, for any reason, utilities will be disconnected immediately upon receipt and the check will be forwarded to the Jackson County DA for collection.

In the event a previous outstanding balance is discovered during the process of establishing the account, the previous balance must be paid in full at that time or, upon the discretion of Scottsboro WSG Management, it will be transferred to your new account and become due immediately.