



To establish service with the Scottsboro Water Sewer Gas Board, **renters** must provide the following:

1. An unaltered lease agreement, a rent receipt or a written letter of permission from the Landlord/property owner. Document provided must include **all** the following information:
 - Property address.
 - Name of lessee requesting WSG service.
 - Signature of the Landlord/property owner.
 - Current date. (Must be dated within 30 days of request for WSG services.)
2. A valid government issued photo ID for each person listed on the provided document.
3. A social security number for each person listed on the provided document.
 - Applicants utilizing a Tax ID or EIN are required to provide a legal document that confirms their ownership of the respective Tax ID or EIN.

Any lessee(s) identified by the Landlord/property owner in document 1 above must be present and apply for WSG services. If a lessee cannot be present, the applicant requesting service on their behalf must provide a signed authorization letter from the absent lessee, granting said representative permission to apply for WSG services in the lessee's name. The representing applicant must bring all required documentation for the absent lessee as well as proof of their own identity.

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. The deposit amounts are as follows:

	Water Deposit Required	Gas Deposit Required
Residential	\$150	\$200
Commercial	\$300*	\$300*

* Commercial properties require a minimum deposit of \$300 for water and \$300 for gas. These amounts may be adjusted based on anticipated utility consumption. Exact deposit amounts will be determined by Scottsboro WSG management upon request for services. After one year, WSG may reevaluate consumption levels, which could result in a request to increase the deposit on file.

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

Any outstanding balance discovered during the process of establishing an account must be paid in full at that time.

Requests for Scottsboro Water Sewer Gas Board services along with required documentation listed above may be submitted via email to csr@scottsborrowsg.com. Deposits paid online will incur a convenience fee. For more information, please email customer service at csr@scottsborrowsg.com or call the office at **256-574-1515** or **256-574-1744**.