



**City of Poulsbo**  
 200 NE Moe Street  
 Poulsbo, Washington  
 98370-7347  
 360-394-9881  
 www.cityofpoulsbo.com

# UTILITY CHANGE OF OWNERSHIP

Application Fee: \$20.00

**Who Completes this Application?**

New Property Owners of locations receiving Utility Services from the City of Poulsbo: (Water, Sewer, Storm Drain and/or Garbage Services)

**What is the Timing on this Utility Change Of Ownership?**

This form should be completed, signed and returned prior to or upon the escrow closing date for purchase of the property

**What are the Requirements for Submission?**

This completed, signed form along with payment of the Application Fee (Fee may be charged to account upon request)

The property owner agrees the City of Poulsbo has the right to charge and collect the rates and enforce all penalties applicable under any ordinances of said City. The City reserves the right to temporarily discontinue service at any time without notice and to require meters to register water consumed. This application is subject to the provisions of any and all ordinances of the City of Poulsbo now in existence or hereafter passed that relate to utilities. By establishing utilities with the City of Poulsbo, the property owner agrees that the City of Poulsbo shall not be responsible for damage by water or other cause resulting from defective plumbing or appliances on the premises, and the fact the agents of the City or Kitsap County have inspected the plumbing and appliance shall not be pleaded as a basis of the recovery in case of damage to premises. In case the supply of water shall be interrupted or fail by reason of accident or any other cause whatsoever, the City shall not be liable for damages from such interruption or failure, nor shall such interruption or failure for any reasonable period of time constitute a breach of contract on the part of the City or in any way relieve the consumer from performing their obligation of their utility account. A \$5 penalty per service will be imposed on all utility charges that become delinquent if not paid by the 20th of the month following the previous month's billing.

**PROPERTY SERVICE ADDRESS:** \_\_\_\_\_

**NEW LEGAL OWNER INFORMATION**

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

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_

**Signature of Owner or Authorized Agent:** \_\_\_\_\_

**PROPERTY ACCOUNT DETAIL**

**Effective Date of Ownership Change:** \_\_\_\_\_ **Utility Account #:** \_\_\_\_\_

**Account Type:**      **RESIDENTIAL**                              **COMMERCIAL**                              **IRRIGATION**

**At this time your account will be charged for the following services:**

**WATER**                              Meter Size:

**STORM DRAIN**

**SEWER**

**SEWER AVAILABILITY**      *(If not connected to City Sewer and within 200ft of available connection)*

**GARBAGE**                              *(Choose level of garbage service from the following options)*

**RESIDENTIAL or COMMERCIAL**

Select Number of Cans

Select Size (Gallons)

**COMMERCIAL ONLY**

Select Number of Dumpsters

Select Size (Cubic Yards)

Select Number of Pickups per Week

*For City Use Only:*      *Copy to PW*      \_\_\_\_\_

*New Account Fee Posted*      \_\_\_\_\_