



## CITY OF SANFORD

Billing, Collections & Customer Service  
225 E. Weatherspoon St  
P.O. Box 3729  
Sanford, NC 27331  
Phone: 919-775-8215  
Fax: 919-775-5084  
[www.sanfordnc.net](http://www.sanfordnc.net) (website)  
[waterdept@sanfordnc.net](mailto:waterdept@sanfordnc.net) (email)

### NEW SERVICE CHECKLIST

Welcome to the City of Sanford! This checklist is provided to help you put together the information needed to set up your utility account. You can visit our office at the City of Sanford Municipal Building located at 225 E. Weatherspoon Street in Sanford or the documents may be faxed to 919-775-5084, or emailed to [waterdept@sanfordnc.net](mailto:waterdept@sanfordnc.net). The documents can also be mailed to Billing & Collections, PO Box 3729, Sanford, NC 27331. **Service connection will be delayed if all of these documents are not provided.**

### ALL DOCUMENTS ARE REQUIRED TO ESTABLISH SERVICE

<input type="checkbox"/>	Completed City Utility Service Application
<input type="checkbox"/>	State or Federal Current Issue Photo ID for ALL applicants
<input type="checkbox"/>	Deposit in the form of cash, check, money order, or credit/debit card (Visa/MC) - \$75.00 deposit
<input type="checkbox"/>	Voided check or a letter from your bank with your routing and account number, if you are going to participate in bank draft (Must also complete Bank Draft Authorization Form)
<input type="checkbox"/>	Proof of Social Security Number for ALL applicants
<input type="checkbox"/>	Proof of Residency: FOR RENTERS: A copy of your signed lease FOR OWNERS: Intent to Purchase, Settlement Statement, Deed

**ANY UNPAID ACCOUNTS MUST BE PAID IN FULL BEFORE SERVICE CAN BE SET UP!**

**Please be mindful that our office closes at 5:00 p.m. Please be in the office no later than 4:30 p.m. to set up new accounts. We DO NOT offer same day service.**