

## RESIDENTIAL UTILITY SERVICE REQUIREMENTS

Customers who wish to arrange for city utilities are required to apply at the Customer Service Department at 119 S. Walnut Street, no more than seven (7) days in advance. The following items are needed to open a City of Milford utility account:

- **Rental property:**
  - Current photo ID (driver's license, identification card, etc.)
    - All persons named as lessee must submit ID's
    - We do not accept expired identification
  - Social security number (card not required)
  - Contact information
    - Telephone number
    - Email address
  - Lease signed by both landlord and tenant(s)
    - Service address must be named in the lease
    - Amendment or memo from landlord must be provided if lease is greater than 90 days
    - Ensure your landlord has a current City of Milford rental license. Service will be denied if non-compliant.
  - Electric Connect Fee: \$50.00
  - Electric Deposit: \$250.00
  - Trash Deposit: \$100.00 (if applicable)
  
- **Purchased property:** Property owners may request for service by email ([customerservice@milford-de.gov](mailto:customerservice@milford-de.gov)) but will not be completed until all documents are received.
  - Current photo ID (driver's license, identification card, etc.)
  - Social security number (card not required)
  - Contact information
    - Telephone number
    - Email address
  - Signed Settlement Sheet
  - Electric Connect Fee \$50.00 (billed to first utility bill)
  
- Electric and trash services are transferred to tenants; water and sewer services remain in the owner's name.
- City services may be withheld or denied if prior indebtedness to the city for any services has not been paid in full.
- For additional information on setting up services with the City of Milford, please contact Customer Service at 302-422-6616 or [customerservice@milford-de.gov](mailto:customerservice@milford-de.gov).