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City of Shawnee  
Customer Service Division  
P.O. Box 1448  
Shawnee, OK 74802

## APPLICATION TO ADD CO-OCCUPANT TO EXISTING ACCOUNT

DATE \_\_\_\_\_  
ACCOUNT NUMBER \_\_\_\_\_  
NAME OF RESPONSIBLE PARTY \_\_\_\_\_  
SERVICE ADDRESS \_\_\_\_\_

I hereby agree/request to add the person named below to my City of Shawnee water account. By agreeing to add the below person to my existing account, I agree that that person has full authority of the account, i.e., to sign payment arrangements, transfer/discontinue service, etc.

I further acknowledge, should I need City of Shawnee water service in the future, all current deposit requirements must be met.

\_\_\_\_\_  
Signature

DATE \_\_\_\_\_

I, \_\_\_\_\_, hereby agree to be added as a co-occupant to the above-  
(Printed Name)

referenced account for current and future billings until cancellation of service or the account holder and I agree to my removal from the account in writing. I hereby acknowledge that I am a responsible party to the account for any charges due. I also acknowledge if the City of Shawnee Water Department discover any past due or outstanding balances in my name or where I was a co-occupant, that they are authorized to transfer those balances to this new account to be paid upon receipt of the next bill.

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Driver's License State & No.

Employer \_\_\_\_\_

Department \_\_\_\_\_

Employer's Address \_\_\_\_\_

Phone No. \_\_\_\_\_

The undersigned agrees to pay the established rate set forth by the City of Shawnee ordinances and agrees to regulations governing same service.

\_\_\_\_\_  
Signature

**ALL SIGNATURES MUST BE OBTAINED WITHIN 30 DAYS OF THE INITIAL DATE ON THE APPLICATION OR THIS FORM IS VOID.**

Disclosure of your Social Security number is voluntary. Under Chapter 26, Section 26-98(b), every person using water from the city water system shall be liable to the city for all water used, according to the established rates and minimum charges and according to the condition of this article.