

Email: COSutilities@shawneeok.org  
Telephone: 405.878.1560  
Fax: 405.878.1581  
Web: Shawneeok.org



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

**CONTRACT FOR SERVICE  
(Landlord – 30 Day)**

ACCOUNT NO. \_\_\_\_\_  
Connect Date: \_\_\_\_\_  
Disconnect Date: \_\_\_\_\_

PROCESSING FEE - \$25:   
(A one-time processing fee will be assessed to each  
account per property owner.)

**(THIS PORTION TO BE FILLED OUT BY CUSTOMER SERVICE PERSONNEL)**

**If you are faxing this form to the office, please call 405-878-1560 or 405-878-1561 to schedule a time to have your water turned on after sending the fax.**

DATE: \_\_\_\_\_

NAME OF RESPONSIBLE PARTY: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SOCIAL SECURITY NO.: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

DO YOU WANT TO SIGN UP FOR PAPERLESS BILLING\*\*: Yes:  No:

IF YES, PLEASE PROVIDE A VALID EMAIL ADDRESS: \_\_\_\_\_

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

APPLICANT SIGNATURE: \_\_\_\_\_

\*\* If you choose paperless billing, you will not receive a paper bill in the mail.

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.