



## CITY OF NATCHITOCHES

### UTILITY BILLING SERVICES

#### Requirements for Utility Services

##### New Commercial Service Requirements

- Lease agreement (if renting the property), signed by both the tenant and landlord with correct service address, or Cash Sale Deed (if customer owns the property).
- Valid Driver's License or State issued picture identification
- Certificate of Occupancy (must be signed first by a representative from the Planning and Zoning Dept.)
- \$150.00 Electric Deposit
- \$50.00 Water Deposit
- \$10.00 Service Charge

\*\*In the event the customer resides out of town and is attempting to establish a business in Natchitoches, these items may be accepted via e-mail. The Residential Utilities Application may be found online at [www.natchitochesla.gov](http://www.natchitochesla.gov) in the Utility Billing Section of the website.

\*\*Any debt owed to the City of Natchitoches MUST be paid before new utility service will be established.

##### New Residential Service Requirements

- Lease agreement (if renting the property), signed by both the tenant and landlord with correct service address, or Cash Sale Deed (if customer owns the property).
- Valid Driver's License or State issued picture identification
- \$150.00 Electric Deposit
- \$50.00 Water Deposit
- \$10.00 Service Charge

**These items may be turned in to the office in person at 806 Second St. Natchitoches, La.**

##### Disconnection of Utility Service

\*\*For disconnection of utility service, the customer must fill out the appropriate form provided by the City of Natchitoches. This form can be picked up at the office, or can also be found online at [www.natchitochesla.gov](http://www.natchitochesla.gov) in the Utility Billing Section of the website.

\*\*In the event a customer is unable to fill out and turn in the Disconnect form them self, someone else may fill out and turn in the form. However, that person would have to provide all correct information on the form and also provide a copy of their own picture identification.

\*\*Once the account has been closed, the appropriate deposit will be applied to the final bill. Any credit owed to the customer will be sent to the forwarding address provided in the form of a check issued by the City of Natchitoches. Any balance left owed to the City of Natchitoches is expected to be paid by the account holder on or before the due date of the bill.