

**City of Astoria
1095 Duane St
Astoria OR 97103
(503) 338-5172
Fax: (503) 338-6630**

APPLICATION PROCESS FOR NEW SERVICE

The City of Astoria has an application process that must be completed before service can be approved.

1. An application (enclosed) must be completed. Please note that all *tenants* must obtain the signature of the homeowner before they return the application to the City;
2. A deposit of **\$150** must be paid before service can begin. A waiver of the deposit can be granted if we receive a **Letter of Good Standing** from another utility for service in the last 24 months. The letter must be faxed to: (503) 338-6630 as soon as possible;
3. The application must be submitted **in person** as we must verify identification;
4. Any previous balances for utilities with the City of Astoria, if any, must be paid in full; and
5. New property owners must provide a letter from the escrow company of the property transferring into their name.