



City of DeKalb – Finance Department
200 South Fourth Street
DeKalb, IL 60115
Phone: 815-748-2085
Fax: 815-748-2304
Email: waterbilling@cityofdekalb.com

Application for Utility Service & Billing

Municipal Code Chapter 7, Section 15, requires that utility service accounts for water, sewer, and refuse (where applicable) be held in the owner’s name and that bills be mailed to the owner. Please complete this application to establish a utility service account or to update an existing account.

Service Address: _____

Previous Service Address (if any): _____

Owner Name: _____

Owner Address (if different than service address):

Primary Phone #: _____ Other Phone #: _____

Email Address: _____

Occupancy Type: Owner Occupied Leased to a tenant(s)

If leased, do you wish to have a duplicate copy of the utility bill mailed to the “Occupant”?

Yes No

Property Type: Residential Commercial

If this is a Commercial Property, please provide:

Business Name: _____

Owner/Manager Name: _____

Phone #: _____ Email Address: _____

Requested Service Start Date: _____

Note: Available service start dates are Monday through Friday, excluding holidays.

Important information regarding your utility billing account:

1. Other than your first bill, you will receive a utility bill every two months.
2. Charges are based on actual water consumption, unless a meter reading cannot be obtained.
3. There is no security deposit.
4. Utility bills may be paid:
 - Online (cityofdekalb.com) – Visa, MasterCard, and Discover accepted
 - ACH Direct Debit from your bank account
 - By Mail – Check, Money Order, or Cashier’s Check accepted
 - In Person – Cash, Check, Money Order, or Credit Card accepted

Signature: _____ Date: _____

**Please complete, sign, and return this application to the
City of DeKalb – Finance Department at the address, fax, or email listed at top.**