



# City of Galena

211 W. 7<sup>th</sup> \* Galena, Kansas 66739  
Phone (620) 783-5265 \* Fax (620) 783-5111  
*The Oldest Mining Town in Southeast Kansas*  
1877



DATE WATER IS TO BE TURNED ON: \_\_\_\_\_

ADDRESS TO BE TURNED ON: \_\_\_\_\_

ACCOUNT #: \_\_\_\_\_

This information was taken by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

### OWNER

Owner's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Owner's Email Address: \_\_\_\_\_

Property Address:

Number/Street	City	State	Zip
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Owner's Place of Employment: \_\_\_\_\_

Owner's Billing Address:

Number/Street	City	State	Zip
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### RENTER

Renter's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Renter's Email Address: \_\_\_\_\_

Number of people that will be living at the address: \_\_\_\_\_

Renter's Billing Address:

Number/Street	City	State	Zip
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Deposit Date: \_\_\_\_\_ Amount: **\$75.00** Check \_\_\_\_\_ Cash \_\_\_\_\_ Charge \_\_\_\_\_

Driver's License: \_\_\_\_\_ State Issued: \_\_\_\_\_ SS#: \_\_\_\_\_

**I UNDERSTAND THAT I AM RESPONSIBLE FOR ANY BILLS THAT ARE ACCUMULATED AT THIS ADDRESS AS LONG AS THE ACCOUNT IS IN MY NAME. I UNDERSTAND THAT I WILL BE BILLED FOR THIS ADDRESS UNTIL I CONTACT CITY HALL AND HAVE THE WATER TAKEN OUT OF MY NAME.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

NOTES: \_\_\_\_\_

<b>MUST BE FILLED OUT BY EMPLOYEE</b>		
CURRENT READING: _____	CITY EMPLOYEE: _____	
WORK COMPLETED BY: _____	TIME: _____	