


New Residential Service Checklist and Required Documentation

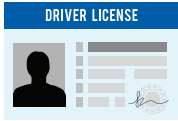
Welcome to the City of Wilson! We want establishing utility services to be as quick and as easy as possible so we are providing this checklist. The most popular option to establish services is to visit our Customer Service Center that is located at 208 Nash St. NE. Other options include faxing the information to 252-399-2314 or emailing the customer service group at customerservice@wilsonnc.org.

Required Documentation

A completed and signed City of Wilson Application for Utility Service



State or Federal Photo ID (Driver's License, Passport)




Social Security Card**



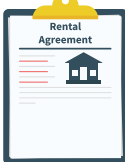
** Required or high risk deposit will be necessary

Security Deposit*



* If applicable

Proof of Occupancy



1. Valid and up to date Lease agreement or rent receipt
2. Copy of a Deed, Settlement Statement, Offer to Purchase or Tax Bill

Mobile Homes

1. Registration with the County of Wilson
2. Single wide mobile homes require a tax decal
3. Renters of mobile homes require a lot rent receipt

The Customer Service Center is open Monday-Friday from 8:30am to 5:00pm. We can provide same day services for new accounts that are in the office by 12:00pm and after 12:00pm we provide same day services with an additional fee. However, we are unable to process new accounts after 4:45pm. Our Customer Service number is 252-399-2200 if there are any questions regarding your new services.