

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. You can start the process on our website at the bottom of Wilsonnc.org/EstablishingService. Once your information has been submitted another link and password will appear. The link will take you to a page where you can submit your completed Customer Service Application and other required documentation. An alternative option would be to fax the required documentation to 252-399-2314.

Required Documentation

<p><input checked="" type="checkbox"/> A completed and signed City of Wilson Application for Utility Service</p> 	<p><input checked="" type="checkbox"/> State or Federal Photo ID (Driver's License, Passport)</p> 	<p><input checked="" type="checkbox"/> Social Security Card**</p>  <p>** Required or high risk deposit will be necessary</p>
<p><input checked="" type="checkbox"/> Security Deposit*</p>  <p>* If applicable</p>	<p><input checked="" type="checkbox"/> Proof of Occupancy</p> <p>Rental Agreement</p> <ol style="list-style-type: none"> 1. Valid and up to date Lease agreement or rent receipt 2. Copy of a Deed, Settlement Statement, Offer to Purchase or Tax Bill <p>Mobile Homes</p> <ol style="list-style-type: none"> 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.