



TOWN OF CLAYTON
Utilities & Billing/Customer Service
utilities@townofclaytonnc.org

NEW SERVICE CHECKLIST

ALL DOCUMENTS ARE REQUIRED before your account can be established. You can bring your documents to our office located in The Clayton Center at 111 E. Second Street, faxed to 919-553-0719, or emailed to utilities@townofclaytonnc.org. They can also be mailed to Utilities & Billing, P.O. Box 879, Clayton, NC 27528. Failure to provide all of these documents can delay connection of services.

TENANT/RENTER

Completed Town of Clayton Utility Service Application

State or Federal Issued Photo ID

Copy of signed lease

Deposit in the form of cash, check, money order, or credit/debit card *(waived with proof of satisfactory payment history from previous utility provider)*

Voided check or a letter from your bank with your routing and account number, if you are going to participate in bank draft

ALL TOWN OF CLAYTON ACCOUNTS MUST BE CURRENT BEFORE SERVICE CAN BE SET UP

PROPERTY OWNER

Town of Clayton Utility Service Application

Proof of Purchase (one of the following)

Signed HUD-1 Settlement Statement

Recorded Deed

Offer to Purchase or Contract of Sale

State or Federal Issued Photo ID

Deposit in the form of cash, check, money order, or credit/debit card *(waived with proof of satisfactory payment history from previous utility provider)*

Voided check or a letter from your bank with your routing and account number, if you are going to participate in bank draft