

START OR STOP UTILITY SERVICE APPLICATION FORM

The Wellesley Municipal Light Plant (WMLP) provides electric service within the Town of Wellesley and provides the billing for water, sewer, and stormwater services for the Town's Department of Public Works (DPW).

Please complete this form to start and/or stop utility service.

If you are moving within Wellesley, the balance on your existing account must be paid in full before service will be established at the new location.

If you are a property owner (or real estate broker or attorney or property manager representing one) looking to start service, you will need to: 1) provide the name(s) of the Owner or Buyer exactly as they are or will be recorded on the deed; and 2) have the Owner or Buyer electronically sign the **Signature Agreement for Starting Service** or provide a signed and dated copy for file upload.

If you are a tenant/renter (or property manager representing one), you will need to: 1) provide the name, address, phone number, and email address of the property owner; 2) if starting service, have the Tenant/Renter who is moving in electronically sign the **Signature Agreement for Starting Service** or provide a signed and dated copy for file upload; or 3) if stopping service, have the Tenant/Renter who is moving out electronically sign the **Signature Agreement for Tenant/Renter Stopping Service** or provide a signed and dated copy for file upload.

Tenant/Renter Security Deposit: The WMLP requires new residential and commercial tenant/renter accounts to post a security deposit based on the three highest months of usage registered at the property or similarly sized units. The security deposit will appear on your next bill statement with payment due within 30 days of issuance. Interest on security deposits held longer than six months are credited to the account on an annual basis at a rate established by the MA Department of Public Utilities.

If you have questions or need assistance completing this form, please call Customer Service at 781-235-7600. Alternatively, you can:

1. In the online form below, answer the: 1) Type of Account* (Residential or Commercial), 2) Who Are You? Applicant Information*, and 3) Are You Looking to Start or Stop Service? questions to build the appropriate form; print out the form as a

PDF; complete, sign, and date; and mail or bring the completed form to the WMLP.

2. Print out the entire form as a PDF (Property Owner or Tenant/Renter version); complete, sign, and date the relevant sections; and mail or bring the completed form to the WMLP; or
3. Call or visit our Customer Service desk and we will help you complete, sign, and submit the form here.

After we receive your application and find it complete and satisfactory, we will send you an email confirming your contact information, service address, assigned account number, and if applicable, the amount of the requisite security deposit that will appear on your next bill statement.

TYPE OF ACCOUNT*

- ☐ Residential
- ☐ Commercial

WHO ARE YOU? APPLICANT INFORMATION*

- ☐ Property Owner
- ☒ Tenant/Renter
- ☐ Real Estate
Broker/Attorney
- ☐ Property Manager
(acting on behalf of a
Tenant/Renter)
- ☐ Property Manager
(acting on behalf of a
Property Owner)
- ☐ Other

Applicant Name***Applicant's Company Name**

If applicable, please provide the name of your business or real estate brokerage or law firm.

Applicant Phone Number*

Applicant Email Address***ARE YOU LOOKING TO START OR STOP SERVICE?**

- ☐ I am looking to both start and stop service (i.e., I am a real estate broker or attorney involved in closing a property sales transaction between a buyer and seller). The closing date must be **WITHIN THE NEXT 30 DAYS** in order to submit this application. **BOTH** Starting Service (buyer) and Stopping Service (seller) sections must be completed and signed; if not, the service may be shutoff as of the requested Stop Date and subject to a reconnection fee (\$100 to \$400) paid by the buyer.
- ☐ I am looking to start service
- ☐ I am looking to stop service

PROPERTY OR RENTAL UNIT INFORMATION AND REQUESTED SERVICE START OR STOP DATE**Service Address*****Unit or Apartment Number****Town*****Zip Code*****First and Last (or Business) Name of Property Owner****Required for tenants/renters***Address of Property Owner*****City*****State*****Zip Code*****Phone Number of Property Owner*****Email Address of Property Owner***

Requested Service Start or Stop Date*

Must be at least two (2) full business days from today's date and for property being sold, must be within 10 days of the closing date

STARTING SERVICE: Provide up to two (2) name(s) to be registered as the Customer(s) of Record on the WMLP Account (e.g., names(s) of Buyer or Tenant/Renter moving in).*

First and Last (or Business) Name of Primary Customer of Record*

Business Contact Name*

Required for new commercial accounts

Primary Phone Number***Mobile Phone Number*****Email Address*****Birthdate***

Required for new residential accounts

First and Last (or Business) Name of 2nd Customer of Record**Phone Number****Email Address****Birthdate**

Required for new residential accounts

**Employer Identification
Number (EIN)***

***Required for new commercial
accounts.*** Numbers only,
please include the dash.

**Have you ever been a WMLP
customer before?***☐ Yes☐ No**Billing Address (if not the same as the Service Address)****City or Town****State****Zip Code**

Signature Agreement for Starting Service*

By checking the "I agree" box and signing below, I acknowledge that I have read and understand that I am bound to the WMLP's Terms and Conditions and agree and affirm that:

- I am the Customer of Record or a duly authorized representative.
- I nor any other occupants of the premise or property currently has an unpaid balance for utility services previously provided.
- I accept responsibility for payment in full of all utility charges within 30 days of billing date. If a bill is not paid in full within 45 days and the amount is not subject to a good faith dispute, my account is subject to late payment fees, service termination in accordance with applicable laws and regulations such as MA Department of Public Utilities 220 CMR 25.00, disconnection and reconnection fees, other miscellaneous charges, and if I own the property, a lien on my real estate tax bill.
- I accept responsibility for notifying the WMLP at least two full business days prior to terminating my service and closing my account. I accept responsibility for any and all charges for services until the WMLP reads my meter(s) to close my account, which will be reflected in a final bill with payment in full due in 30 days. Any remaining balance is subject to collection proceedings including the submission of a claim for payment in a court of competent jurisdiction. Any and all costs, including but not limited to attorney fees, administrative costs, and court-related filing expenses will be added to the unpaid balance.

☐ I agree.

How do you want to submit your signature?*

- ☒ Electronic Signature
☐ File Upload

Electronic Signature*

First M. Last

Date of Signature*

mm/dd/yyyy

Email Billing

☐ I want my utility bills emailed (instead of mailed through the USPS) to me.

Bill AutoPayment

We strongly encourage you to sign up directly with the WMLP to **AutoPay** your monthly utility bill from your checking or savings account.

Welcome to Wellesley

Please click on this **flyer** for information about the beneficial services and programs the WMLP and DPW provide their customers as well as links to Town resources helpful for new residents, including exclusive offers from our local merchants and businesses.

STOPPING SERVICE*

First and Last (or Business) Name on WMLP Account*

Business Contact Name*

Required for commercial accounts

WMLP Account Number*

Numbers only, please include the dashes

Employer Identification Number (EIN)*

Required for commercial accounts. Numbers only, please include the dash.

Phone Number***Email Address***

Birthdate****Required for residential
accounts*** Government Websites by CivicPlus®**Forwarding Address*****City or Town*****State,
Province,
County*****Zip or
Postal
Code*****Country (if Foreign Address)****Electronic Signature Agreement for Tenant/Renter
Stopping Service***

By checking the "I agree" box below, I accept responsibility for any and all charges for utility services until the WMLP reads my meter(s) to close my account, which will be reflected in a final bill with payment in full due in 30 days. Any remaining balance is subject to collection proceedings including the submission of a claim for payment in a court of competent jurisdiction. Any and all costs, including but not limited to attorney fees, administrative costs, and court-related filing expenses will be added to the unpaid balance.

After my account is closed, the electric service will automatically revert to the property owner temporarily until a new tenant or Customer of Record is established, unless the property owner submits a written letter to WMLP requesting disconnection.

☐ I agree.**How do you want to submit
your signature?***☒ Electronic Signature☐ File Upload**Electronic Signature***

Date of Signature*

mm/dd/yyyy

NOTES TO THE WMLP

protected by reCAPTCHA

reCAPTCHA is changing its terms of service. Take action.

[Privacy](#) - [Terms](#)

☐ Receive an email copy of this form.

Submit

Submit and Print

* indicates a required field