

## Utility Services Account History Request Form

This form is to be used for requesting water consumption and billing history by agents and authorized family members. Requesters who are agents or authorized family members of a utility customer must complete this form **and provide a completed authorization form in order to obtain such records.**

Utility usage data is readily available on the Utility Services Billing page of the City's website at: <https://linksite.cityoffullerton.com/>. Utility customers or their authorized agents may create an online account using the customer and account numbers shown on a utility bill.

Contact Name: \_\_\_\_\_ Company: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Check Requested Information:**

- Water Consumption History      Dates: From: \_\_\_\_\_ To: \_\_\_\_\_
- Billing Information History      Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

**Please provide account information below.**

Service Address	Meter Number	Account Number	Customer Number	Account Contact and Number on File

**Cost:**

Fees for all requests are \$18 per account. If paying by check, please make the check payable to “**City of Fullerton**”. If you would like the request mailed, postage fees will apply. Please select the box for your preference:

- Mailed** (Postage fees to be applied)
- Picked Up**

*Please Mail or Hand Deliver the form to:*

City of Fullerton  
 Utility Services Division  
 Attn: Hector Delgado  
 303 W. Commonwealth Avenue  
 Fullerton, California 92832-1775

## **Authorization Form to be completed by the Utility Account Holder**

A completed form with **original signature must be mailed or delivered** to the Utility Services Division along with a completed Utility Services Account History Request Form (**Scanned, emailed or faxed copies of this form will not be accepted**). A completed form with original signature must accompany each submitted request form.

I, \_\_\_\_\_(print name), affirm that I am the account holder/authorized representative of a corporate account holder for the utility records being requested by \_\_\_\_\_(name of requester)("Requester"). I also affirm that Requester is my/my corporation's authorized agent or authorized family member (circle one) and has my/my corporation's permission to obtain records relating to my/my corporation's utility account(s) listed in the accompanying Utility Services Account History Request Form.

**I declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Corporation (if applicable): \_\_\_\_\_