



KINSTON PUBLIC SERVICES

Buildings & Grounds, Business Office, Electric, Engineering, Environmental Services,
Fleet Maintenance, Meter Reading, Stormwater, Streets, Wastewater, and Water

Kinston, the right place ... Kinston Public Services, the right choice.

- APPLICATION REQUIREMENTS FOR UTILITY SERVICE -

24-hr Customer Service
(252) 939-3282

Residential Customers

Applications for new service are accepted at our Customer Service Office located inside of City Hall at 207 E King St. Proof of ownership/authorization, such as a lease agreement, rental receipt, contract to buy, offer to purchase, sales document or Deed may be required, as well as picture identification and social security verification. Please include a telephone number so that we can contact you if a deposit is necessary or for additional documentation.

Business Partners and Sole Proprietorship

A lease agreement, sales document or Deed is required. In addition, a tax identification number or social security number and Articles of Incorporation are requested. An Application for Land Use/Zoning and Privilege License should also be completed.

Deposits

Deposits for residential accounts are based on a credit check completed by a scoring agency to determine the amount. An excellent letter of reference from a current utility provider may be utilized in lieu of a deposit.

Business accounts require a 2 month average deposit. Sole proprietorship accounts are based on the individual's credit and could range from 2 months to 2.5 months average bills. An alternative to the deposit for business and sole proprietorships is an Irrevocable Bank Letter of Credit or a Surety Bond.

Applications may also be printed and faxed to 252-939-3128. Applications are processed once all required information and deposits are received. Please note, we offer next business day service. Remember, customer service is available to assist with questions 24-hours a day at (252)939-3282.