

SIGN-UP PROCESS

1. Customers fill out the sign-up form and pay the connection and activation fee of \$450.00 to ILRW. There are several ways to sign-up:

Online: Fill out the sign-up form at <http://www.ilrw.org/signupform.html> and submit it by e-mail. Mail your \$450.00 check to the address listed in the blue box to the right of this form.

Mail: Print the form from the website at <http://www.ilrw.org/signupform.html> (you can complete it online if preferred, then print) and mail it with your \$450.00 check.*

Fax: Print the form from the website: <http://www.ilrw.org/signupform.html> and fax it to 712-262-8241. Then, mail your \$450.00 check.*

* ILRW can also mail a sign-up form to you if you do not have access to the Internet. Please note, the sign-up process begins once the check is received.

2. A Service Line Easement and Water Services Agreement will be created, then mailed to you for signature. Please return the original documents prior to scheduling a preliminary routing appointment with an ILRW representative.
3. A preliminary routing appointment is scheduled with you by an ILRW representative. ILRW personnel will meet with you on-site to discuss the construction of the service line.
4. The ILRW representative and you will need to sign the preliminary drawing to confirm the agreed upon route of the service line construction.
5. You will be added to the construction list once all construction requirements are completed including any necessary mainline easements and road crossing permits. You will be contacted again prior to the installation of your service line.

How to Contact ILRW

Phone:

712-262-8847

Fax:

712-262-8241

E-mail:

crystal@ilrw.org

Mail:

Iowa Lakes Regional Water
P.O. Box 555
Spencer, IA 51301

