

# SIGN-UP PROCESS

1. Customer completes the sign-up form and pays \$650 that covers the activation fee and the down payment portion of the connection fee to ILRW. There are several ways to sign-up:

**Online:** Complete the sign-up form at <http://www.ilrw.org/signupform.html> and submit it by e-mail. Mail your \$650.00 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 \$650.00 check.\*

**Fax:** Print the form from the website: <http://www.ilrw.org/signupform.html> and fax it to 712-262-8241. Then, mail your \$650.00 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, Water User Agreement, and a Water Services Agreement will be created, then mailed to you for signature. Please return the original documents prior to an ILRW representative contacting you to schedule a preliminary routing appointment.
3. ILRW personnel will meet with you on-site to discuss the construction of your new water service.
4. The ILRW representative will sign the preliminary drawing with you to confirm the agreed upon route of the construction on your new water service line.
5. You will be added to the construction list once all construction requirements are completed, including any necessary mainline easements, road crossing permits, and the connection fee is paid in full. We will contact you prior to construction.

## How to Contact ILRW

**Phone:**

712-262-8847

**Fax:**

712-262-8241

**E-mail:**

[crystal@ilrw.org](mailto:crystal@ilrw.org)

**Mail:**

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

