



Physical Address: 1119 Broad Street
Phenix City, AL 36867

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DR. R. GRIFF GORDY
Mayor Pro Tem / At Large

STEVE BAILEY
Councilmember District 1

EDDIE N. LOWE
Mayor

VICKEY F. CARTER
Councilmember District 2

ARTHUR L. DAY, JR.
Councilmember District 3

WALLACE B. HUNTER, City Manager
SHANNON DAVIS, City Clerk
JOHN SPRAGGINS, Utilities Director

NEW ACCOUNTS

New accounts may be established Monday - Friday 8:00 a.m. until 4:30 p.m.

- To establish new service certain documents will be required. Please see below for the required documents based on the type of occupancy.
- Any Past Due balances must be paid prior to establishing a new account.

Tenants and Owner Occupants

- Proof of Social Security Number – Social Security card, Social Security statement, W2, or tax return showing the full Social Security number.
- Valid Picture ID – Driver’s License, state issued ID, passport, or military ID.

Tenants/Lessees

- Lease agreement - if lease agreement is with a private owner or a company not possessing a valid Phenix City business license, the lease agreement **MUST** be notarized.

Owner Occupants

- Proof of Ownership – acceptable proof of ownership includes a deed, a closing statement, or settlement statement.

Property Management Companies

- Property management agreement.
- Letter of authorization from owner/entity on company letterhead with either state issued ID or a copy of the business card for each person authorized to conduct business on behalf of the property management company.
- If the management company is an LLC, LLP, corporation, or any other type of formal legal entity please provide a copy of the letters of formation, certificate of formation, articles of incorporation, or other document filed with the Secretary of State’s office.
- Valid Phenix City business license.

SERVICE CONNECTION FEES:

- Water, Sewer, & Garbage \$110.00
- Garbage and Sewer Only \$102.50
- Water and Sewer Only \$90.00
- Water Service Only \$75.00
- Sewer Service Only \$75.00
- Sprinkler/Irrigation \$50.00
- Garbage Service Only \$27.50
- Hydrant Meter Deposit \$1000.00