

# SIGN-UP PROCESS

1. Customers fill out the sign-up form and pay the hook-up and membership 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 and then drop your check for \$450.00 in the mail to the address in the blue box to the right.

**Mail:** Print the form off the website at <http://www.ilrw.org/signupform.html> (you can fill it out online and then print it out or fill it out after printing it) and mail it in with your \$450.00 check.\*

**Fax:** Print the form off the website (<http://www.ilrw.org/signupform.html>) and fax it to 712-262-8241 and then drop your check for \$450 in the mail.\*

\* ILRW can also mail a sign-up form to you do not have access to the Internet.

2. A Service Line Easement and Water Services Agreement is mailed back to the customer to fill out and return prior to a preliminary routing appointment.
3. A preliminary routing appointment is scheduled with the customer and ILRW personnel to meet and discuss the construction of the service line.
4. The customer and ILRW personnel sign off on the preliminary drawing of the service line construction.
5. Customer is added to the construction list and will be contacted again prior to installation of the service line.

## How to Contact ILRW

**Phone:**

712-262-8847

**Fax:**

712-262-8241

**E-mail:**

[maryjo.umscheid@ilrw.org](mailto:maryjo.umscheid@ilrw.org)

**Mail:**

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

