

Request for Residential Utility Services

Personal Information

Full Name:

Last *First* *M.I.*

DOB: _____ SSN or Gov't ID: _____

Spouse Name:

Last *First* *M.I.*

DOB: _____ SSN or Gov't ID: _____

Service Address:

Street Address *Apartment/Unit #*

Mailing Address:

Street Address – PO BOX (If different than service address)

Home Phone:

_____ Alternate Phone: _____

Email:

Tenants Only:

Rental Property: Yes No Deposit: \$100.00

Owner of Property: _____ Phone: _____ Move in Date: _____

Billing Procedure (Ordinance #400)

For each residence, all billing will be made quarterly at an established minimum rate. All bills are for the previous quarter's usage. There shall be an added charge of 10% of the current amount due; if the bill is not paid on or before the billing's due date. Any account that is 30 days past due at time of billing is considered delinquent. A shut off notice will be given at that time. The bill needs to be paid within those ten days or services will be shut off until the account is paid. Any service that has been shut off due to delinquency will need to pay a **\$50.00 reconnect fee**. All utility charges are a lien upon the property and can be charged to a person's property taxes. Payments can be mailed or brought to the City Office. There is a collection box outside the office for your convenience. If you need to have your services discontinued let the City Clerk know as soon as possible.

Renters are required to pay \$100.00 as a Deposit on their Utility Account.

I understand that by signing, I will be billed for all utility services charges at the above address until such time that services are discontinued. I am responsible for paying for the utility services in its entirety.

Signature: _____

Date: _____

For City office Use Only

Date: _____ Paid Amount: _____ Check#: _____ Account#: _____