

City of Florence

Utility Service Application

Copy of **VALID IDENTIFICATION**, Copy of your **LEASE AGREEMENT**, and a **DEPOSIT** of **\$100.00** is **REQUIRED**. Please fill out all information.....**PLEASE PRINT**.

APPLICANT'S NAME: _____

***CO-APPLICANT'S NAME:** _____

SERVICE ADDRESS: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

APPLICANT'S INFORMATION

HOME PHONE NUMBER: _____

CELL PHONE NUMBER: _____

EMPLOYER: _____

WORK PHONE NUMBER: _____

LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: _____

*CO-APPLICANT'S INFORMATION

HOME PHONE NUMBER: _____

CELL PHONE NUMBER: _____

EMPLOYER: _____

WORK PHONE NUMBER: _____

LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: _____

OTHER OCCUPANTS (other than Applicant & Co-Applicant)

NAME: _____ **AGE:** _____

NAME: _____ **AGE:** _____

NAME: _____ **AGE:** _____

NAME: _____ **AGE:** _____

(Please use a separate sheet if you need to add more Occupants.)

I (We) understand the agreement as presented to me(us).

(Applicant / Date)

(Co-Applicant / Date)

***Co-Applicant will not be added to the account until their signature is obtained on this form _____. (initial)**

All water bills are **due** on the **20th of each month**. We double-check every month to make sure we send every customer a water bill. We understand that sometimes you do not receive a bill; however, **if you do not receive your water bill by the first week of the month, please contact us**. If you fail to pay your water bill by the 20th of the month, whatever the reason, you will be charged a **\$10.00 late fee**. If the bill is 10 days past the 20th of the month, you will be **disconnected** and you will be charged a **\$40.00 reconnect fee**. If you have a problem with your water bill please contact us by the 10th of the month so that we have time to resolve the issue. If you wait until the bill is due, you will be required to pay the bill in full. If your bill is incorrect, you will receive a credit on the next month bill.

If the 20th falls on a holiday or weekend, your bill will be due on the following workday.

Ways to pay your bill:
Drop box to the left of the City Hall door,
At Union State Bank,
Bank drafts,
OR
Monday-Friday 8a.m.-5p.m. at City Hall

We accept most **credit cards** with a **3%** fee added.
We accept most **debit cards** with a **\$0.65** fee added.
(Debit cards cannot be used when paying by phone.)

Misc. Charges for Water Dept.

Re-Read Meters: If a meter is re-read, by customer request, and the previous reading is determined to be correct, a **\$15.00** service charge shall be applied. If the previous reading is incorrect the bill will be adjusted and the \$15.00 charge will **not** be applied.

Non-Payment Fee: If your water account is on our turn off list or if it has been turned off for non-payment of your bill, you will be charged a **\$40.00** reconnect fee.

After Hours Service Calls: There will be a **\$25.00** charge per call after the hours of **5:00p.m. on Monday-Friday, on all Saturdays and Sundays, and Holidays.**

Calibrate Meters: If a customer requests the meter to be calibrated with accurate results, the customer will be charged a **\$25.00** fee.

Personal Repairs: A fee of **\$15.00** will be added to turn off your meter for personal repairs.

Sewer Back-up: A **\$40.00** fee will be added if sewer backup is determined to be on customer's side.

Returned Checks: A **\$25.00 NSF** charge will be added to your account.