

\*\*\*\*\*MUST HAVE A VALID FORM OF PICTURE ID\*\*\*\*\*

### City of Harper Water and Sewer Application

Date \_\_\_\_\_

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Own \_\_\_\_\_ Rent \_\_\_\_\_ if rent, Landord Name \_\_\_\_\_

YOU MUST HAVE THE NAME OF YOUR LANDLORD OR YOU WILL NOT BE GIVEN WATER & SEWER SERVICE

Previous Address \_\_\_\_\_

\*\*\*\*\*

#### Applicant Information

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Social Security Number \_\_\_\_\_ D.L. Number \_\_\_\_\_

Date of Birth \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

\*\*\*\*\*

Co-Applicant Name \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Social Security Number \_\_\_\_\_ D.L. Number \_\_\_\_\_

Date of Birth \_\_\_\_\_

#### OFFICE USE ONLY

\*\*\*\*\*

A \$200.00 DEPOSIT IS REQUIRED BEFORE WATER & SEWER SERVICE WILL BE CONNECTED

Approved By \_\_\_\_\_ Date \_\_\_\_\_

Account number: \_\_\_\_\_

#### IMPORTANT- PLEASE READ

It will be the responsibility of the customer to request disconnection of meter when moving out. Customers will be responsible for each months billing until disconnect form is signed & filed at City Hall

SERVICE ORDER \_\_\_\_\_ DEPOSIT \_\_\_\_\_ ACCT INFO \_\_\_\_\_ REMOVE ACH \_\_\_\_\_

## IMPORTANT NOTICE

### CITY OF HARPER POLICY FOR DELINQUENT UTILITY BILLS

Disconnect notices will be sent out on the 10<sup>th</sup> day after delinquency occurs. The water and sewer service will be disconnected if not paid within five (5) days from the date of the notice. If the due date on the notice falls on a Saturday, Sunday, or legal holiday, the customer shall have until close of the next business day in which to pay the charges owed.

The only exception that **MAY** be granted is in the case of an **extreme hardship** which will be at the discretion of the city clerk. A request for a hearing must be submitted in writing to the city office at least three (3) working days before the date of termination of service. At said hearing, the city clerk may extend termination for a period **not to exceed ten (10) days**.

Fees for delinquencies are as follows;

Reconnect Charge - A \$30.00 reconnect fee will be added to the past due amount if service is disconnected due to delinquency and customer requests to be reconnected during business hours of 8 am to 5 pm.

After Hours Reconnect Charge - A \$40.00 reconnect fee will be added to the past due amount if service is disconnected due to delinquency and customer requests to be reconnected after business hours.

Deposits – A \$200.00 deposit fee will be charged for a customer who has had service terminated for non-payment where no deposit was previously collected. If the customer *does* have a current \$200.00 deposit on file, this fee shall be waived. If the current deposit on file is less than \$200.00, the difference shall be included in the past due amount and collected before service will be reconnected.

**No unauthorized person shall tamper with or alter any meter, connection, turn-off valve, or any other part of the City water system. The curb stops for water are for the use of the City and shall not be turned off or on except by duly authorized City employees. In addition to penalties and other remedies, the City reserves that right to discontinue water service to any customer tampering with or altering any meter, connection, turn-off valve or any other part of the City water service. The costs to the City for repair of any damage to curb stops, meters or other water system components relating to an individual customer's service, including replacement of locks as necessary, may be charged to the water account customer.**

For questions regarding this notice, please call 620-896-2511.