

**Application for Utility Service
City of Roscoe**

Today's Date: _____ Effective Date of Service: _____

Service Address: _____

Applicant: _____

Phone Number: _____ Work Number: _____

Have you had prior service in Roscoe: YES / NO (circle)

Co- Applicant: _____

Phone Number: _____ Work Number: _____

Billing Address: (If different from service address)

Are you renting at the service address? Yes ____ No ____

Landlords Name: _____

Applicant Signature _____

For Office Use Only:

Account #: _____

Deposit Date: _____

Amount: _____

Cash Check

If renting: Landlord Deposit on hold:

Yes ____ No ____

Services Required:

Water: _____

Sewer: _____

Garbage: _____ (through A-1 Sanitation)

PLEASE READ AND INITIAL THE FOLLOWING STATEMENTS:

- _____ I understand that I must pay a minimum of \$150.00 deposit for service on each address. This deposit is not waived for anyone and must be paid in full at the time of application.
- _____ I understand that having my water turned on will include a \$15.00 turn on fee, which can be paid for with my first bill.
- _____ I understand that the meter readings are from the 15th to the 15th of each month. I am to read the meter on these dates and turn in my meter reading on my billing remittance slip. A monthly sewer payment is also included in my payment.
- _____ I understand that my bill is due with my new meter reading on the 15th. A late fee will be assessed on the 20th if no payment has been received. If the 20th falls on a Friday, Saturday, or Sunday, the late fee will be assessed on the following Monday, once the City Office reopens.
- _____ I understand that I am responsible for reading my water meter and turning in my reading slip before it is due with payment. A letter will be sent to the mailing address I gave after failing to pay on time once the late fee has been assessed, with a notice that failure to pay will lead to my water being shut off for non-payment.
- _____ I understand that if my services are shut off for non-payment, a \$50.00 reconnect fee will be applied to my account. Payment must be made by 12:30 p.m. in order for service to be reinstated the same day. Payment after 12:30 p.m. may result in service remaining shut off until the next business day. I am responsible for paying the past due and the reconnect fee before the account will be current.
- _____ I understand that if I have a payment returned on my account, there is a fee of \$40.00 added to my account and I am responsible to pay the return fee plus the returned payment. I understand my services may be subject to disconnection if not paid.
- _____ I understand that I am responsible for all water usage until the final paperwork is filled out by me and a date has been set for a final meter reading. Disconnection of services requires not less than three-day notice. A turn off fee of \$15.00 will be included with my final bill. Once final payment has been made and cleared, the water meter deposit will be returned.
- _____ I understand that I am responsible for any water leaks/breaks, and line maintenance from the curb stop to the residence. (If you rent, it is your responsibility to notify the landlord of any problems.)

I hereby understand all the information given to me in the statements that I have initialed.

*Applicant

* Co-Applicant

*I recognize by signing that my information will be shared by other departments within the City of Roscoe.