

371-1014 (FAX)

APPLICATION FOR RESIDENTIAL UTILITY SERVICES FOR THE CITY OF COLLINSVILLE

371-1010

PLEASE PRINT CLEARLY

Name of Responsible Party _____ (Must be 18 or older) DOB _____

Service Address _____ SS# _____ DL# _____

Mailing Address _____ (If different than service address) Phone# _____

Employer _____ (Or Other Income If Not Employed) Phone# _____

Employers Address _____

Spouse/or other responsible party _____ Relationship _____

DOB _____ SS# _____ DL# _____ Phone# _____

Employer _____ (Or Other Income If Not Employed) Phone# _____

**Number of persons residing at Residence _____

Employers Address _____

Previous Address _____ City _____ St _____ Zip _____

Personal reference _____ (Preferably a family member) Relationship _____

Address _____ City _____ St _____ Zip _____ Phone# _____

Have you ever had service with the City of Collinsville? YES _____ NO _____ If yes, when? _____

What was the address _____ Street Address _____ City _____ St _____ Zip _____

If you are a renter – Landlord’s name, address and phone#: _____

E-Mail Address: _____ E-Mail Only E-Mail & Printed

Please Specify Bill Delivery Method

THE UNDERSIGNED AGREES TO PAY THE ESTABLISHED RATE SET FORTH BY THE CITY OF COLLINSVILLE AND AGREES TO REGULATIONS GOVERNING SAID SERVICE. THIS APPLICATION BECOMES A CONTRACT UPON THE ESTABLISHMENT OF SERVICE. UTILITY SERVICES WILL NOT BE PROVIDED TO ANY CUSTOMER WHO OWES MONEY TO THE CITY OF COLLINSVILLE WITHOUT THE PAST DUE ACCOUNT FOR WHICH THE MONEY IS OWED BEING MADE CURRENT FIRST. NO SERVICE WILL BE PROVIDED IN THE NAME OF ANOTHER PERSON IF THE INDIVIDUAL INDEBTED TO THE UTILITY LIVES, OR PLANS TO LIVE, IN THE RESIDENCE WHERE THE DEBT WAS INCURRED. ANY AND ALL COLLECTION FEES WILL BE PAID BY RESPONSIBLE PARTY.

SIGNATURE _____ DATE _____

SIGNATURE _____ DATE _____

*****FOR OFFICE USE ONLY*****

DEPOSIT AMOUNT \$ _____ OWNER _____ RENTER _____

RECEIPT# _____ HOUSE _____ DUPLEX _____

ACCOUNT# _____ MOBILE HOME _____ APARTMENT _____

* Two forms of ID and a copy of the lease agreement or deed is required. *

The UNDERSIGNED shall hereinafter be referred to as "APPLICANT" , "UTILITY SERVICE" or "UTILITIES" shall mean electric service and /or water/sewer services and/or refuse service. "CITY" shall mean City of Collinsville and /or its authorized agents or employees. "CONSUMER" shall mean applicant or any occupant of the premises.

The applicant must make deposit at the time of application with the city for the purpose of guaranteeing payment of the monthly utility bill. The City reserves the right to require additional deposit amounts in the event the initial deposit amount is inadequate or in the case of a delinquent payment history. There will be a \$25.00 activation fee for new services. This will be billed on the first month's utility bill. If services are transferred from one house to another, there will be a \$25.00 transfer fee added to the utility bill.

The consumer shall give authorized agents of the City permission to enter the consumer's premises at all reasonable times for any purpose incidental to the supplying of utility services, including tree trimming and removal, and meter reading. Refusal on the part of the consumer to provide reasonable access for the above purposed shall be deemed sufficient cause for discontinuance of service.

The City will mail a bill to the service address or other designated mailing address around the 25th of each month. This bill is due in full by 10th of the month. A penalty of 10% will be added to any account not paid by the due date. All bills become delinquent if not paid in full by the 21st of the month. The City may disconnect service without further notice. A processing fee of \$50.00 will be charged on any service that is scheduled for disconnection for non-payment. This fee must be paid in full, together with all amounts then due, before the reconnection of service. Payments tendered under these circumstances must be paid by cash, money order, credit card or cashier's check. No personal checks will be accepted. **FAILURE TO RECEIVE A BILL DOES NOT ENTITLE PAYMENT WITHOUT PENALTY.** The reconnection of services may be done during the office hours Monday through Friday, 8:30 a.m. to 5:00 p.m. After hours reconnection may be made at the City Police Department Monday through between 5:00pm – 9:00pm. An additional \$100.00 will be charged for after hours reconnection. All payments and associated fees must be paid in full by money order, credit card, cash or cashier's check for after hour's reconnection.

Any consumer issuing a check, bank draft or other order to the City of Collinsville that has not been honored for any reason shall be charged a service fee of \$20.00 for checks or \$24.00 for drafts for proper handling and administrations. A \$25.00 collection fee will be charged for notification of a returned check or draft. Such check or draft or other order must be honored by 9:30 a.m. of the first business day following notice to the maker, and the service fee must be paid at this time in the form of cash, money order, credit card or cashier's check. Failure to do so shall result in disconnection of utility service. Notice from the City to the maker may be given by telephonic communication or delivered to the premises. Said notice of dishonored check; draft or order shall be the only notice given prior to disconnection of utility service. Two such dishonored items may result in the consumer being required to make future payments by cash, money order, cashier's check or Visa/MasterCard.

Once service has been turned off in the applicant's name, the City will apply the deposit to the final bill. If a credit balance remains, the City will mail a check to the applicant. If there is a balance due, the City will mail out a final bill to the applicant. Failure to pay the final bill by said due date will result in the account being sent to a collection agency of the City's choice. Applicant will be responsible for the original bill amount plus any costs associated with collection of the account.

The City may disconnect utility service to a consumer for the reasons set forth below:

1. **Non-Payment of bill**
2. **Refusal of consumer to provide reasonable access to City equipment on the premises.**
3. **Failure of the consumer to make application for service.**
4. **Failure of the consumer to make application in the true name of the consumer for the purpose of avoiding payment of an unpaid obligation for utility service.**
5. **Failure of a consumer to honor any check, draft or order which has been returned to the City as non-payable. (i.e. insufficient, account closed, stop pay etc....)**
6. **Failure of the consumer to post additional deposits as may be required.**
7. **Violation of any rule or regulation of the City or non-compliance with any applicable Federal, State, Municipal or other local laws, rules or regulations.**
8. **Violation of or non-compliance with an approved rule service of the City (these Terms & Conditions of Service, non-inclusive)**
9. **Existence of a dangerous or defective condition of wiring or equipment on consumer's premises.**
10. **Fraudulent use of utility service.**
11. **Tampering with the City regulating and measuring equipment of other property.**

The consumer shall be responsible for all damage to, or loss, of City's property located upon the consumer's premises, unless occasioned by cause beyond the consumer's control. The consumer shall not authorize anyone to change, remove or tamper with the City's property. Fraudulent used of utility services or tampering may subject the consumer to criminal and civil prosecution.

SIGNATURE _____ SIGNATURE _____