



MAYOR  
Linda Blechinger

CITY CLERK  
Joyce Brown

CITY COUNCIL  
Peggy J. Langley  
Robert L. Vogel III  
Bill Ackworth  
Jay L. Riemenschneider

### **New Residential Water Service Requirements**

1. Utility Application filled out
2. \$100 deposit (Cash or Money Order Only)
3. Valid State drivers license or ID
4. Copy of Deed/Settlement Statement or Rental/Lease Agreement

### **Commercial Water Service Requirements**

1. Commercial Utility Application filled out
2. \$100 deposit for Residential (Real Estates) **OR**
3. \$1500 deposit for Hydrant Meters for Contractors
4. A valid state drivers license or ID of the person applying for the service
5. A listing agreement of the property

1369 Fourth Avenue  
Auburn GA 30011  
Phone: 770-963-4002 X200  
Fax: 770-513-9255  
www.CityofAuburn-GA.Org



Office Use Only	
Account #:	_____
WO Date:	_____
CSR (Initial):	_____
License:	_____
Lease/Deed:	_____
Board of Elections:	_____

Utility Application       Change in Service

Applicant's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Service Address: \_\_\_\_\_  
                                Street Address                                  City                                  State                                  Zip Code

Rent      Provide a copy of the lease or rental agreement.  
 Own      Provide a copy of the deed or settlement statement papers.

**Additional person Authorized to handle account (provide copy ID)**

Name:	_____
Drivers License Number:	_____

Start Service: \_\_\_\_\_  
  Date  
 Stop Service: \_\_\_\_\_  
  Date

<input type="checkbox"/> Senior (65 or older)
<input type="checkbox"/> Water

*All forms submitted require a valid STATE photo ID or copy if Faxed.*

Billing Address: \_\_\_\_\_  
                                Street Address                                  City                                  State                                  Zip Code

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Social Security Number      Drivers License Number      State      Expiration Date      Date of Birth

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Home Phone      Work Phone      Other Phone      Email Address

Closest Relative Not living with you:      Name      \_\_\_\_\_

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Street Address      City      State      Zip Code      Phone Number

**Policy  
Established May 3, 2001**

**NEW SERVICES WILL BE CONNECTED WITHIN 48 BUSINESS HOURS EXCLUDING HOLIDAYS!**

Payments are due on the 15th of each month by 4:30 pm unless otherwise noted on the utility bill. If the 15th falls on a Saturday, Sunday or Holiday the due date is extended to the following business day.

A Penalty in the amount of 10% of the account balance will be assessed the business day following the due date.

Accounts with an unpaid balance after 4:30 pm on the 25th day of the month are subject to disconnection without prior notification and an administration charge is placed on the account. If water is disconnected for non-payment, service will be reconnected within 24 hours upon FULL payment of ALL past due balances PLUS the Admin Fee at City Hall.

If you request a re-read of your meter and it is determined that an error occurred in the reading, the re-read fee will be waived.

Please contact Republic Services at 770-867-4367 to set up sanitation service for inside the city limits.

The City Clerk has the option of increasing the deposit should the utility account become delinquent. Deposits are applied to the account balance after one year if the account remains in good standing. **Your first bill may be just the base rate if service is started a few days before bills are posted.**

If payment is returned due to insufficient funds, we will attempt to contact you at the phone number listed on your account and we will inform you by mail. If the account has two payments that are returned for insufficient funds, the account will be placed on a cash only basis. Once the account has remained in good standing for one year, the City of Auburn, will change the account to accept all forms of payment.

Any damage to the meter or components will result in a \$100 charge added to the account.

By signing below I acknowledge that I have read the above policies and I have received a copy of the utility rates. I understand and agree to the above policies.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date