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

# Commercial Water Application

☐ Utility Application ☐ Change in Service

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

Business 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.

☐ Start Service: _____ Date

☐ Stop Service: _____ Date

(Check all that apply)
☐ Commercial Water
☐ Hydrant Meter
☐ Realty Co./ Residential
☐ Residential/Commercial Inspection - Only 5 Business Days
$25 Charge applies for Cuton and Cutoff of Service.

*$1500 deposit required each time a Hydrant Meter is issued* *All forms submitted require a valid **STATE** photo ID or copy if Faxed.*

Hydrant Meter: _____ Meter Name _____ Serial No. _____ Reading _____ Date of Reading

Billing Address: _____
Street Address City State Zip Code

_____ Federal Tax ID Number/ or SS _____ Occupational Tax Reg Number _____ Work Phone _____ Fax/ 2nd Phone

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 Robertson Sanitation at 770-867-4367 to set up sanitation service for inside and outside 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 ($1000 on hydrant meter) charge added to the account.

**Person Completing this Application:**

Name: _____ SSN: _____

_____ Social Security Number _____ Driver License Number _____ State _____ Expiration Date _____ Date of Birth

By signing below I acknowledge that I have read the above policies, that everything written on this form is true and correct, and I have received a copy of the utility rates I understand and agree to the above policies. The undersigned unconditionally guarantees the payment of all amounts when due. _____ **(Initial Please)**

_____ Signed _____ Title _____ Date