



WATER AND SANITARY SEWER APPLICATION

City of New Port Richey
Billing and Collections Department
5919 Main Street
New Port Richey, FL 34652
Phone: (727) 853-1061 Fax: (727) 853-1245

FOR OFFICE USE ONLY:

<input type="checkbox"/> Owner	Date: _____	<input type="checkbox"/> Owner Updated
<input type="checkbox"/> Renter	Deposit Amount: _____	<input type="checkbox"/> Residential Rental Permit
<input type="checkbox"/> Lease Option	Account Number: _____	

If this property is or becomes a rental property,

a Residential Rental Permit must be obtained and a copy of the lease agreement shown prior to signing in a tenant.

If the tenant fails to sign in for service it is the owner's responsibility to pay for all charges incurred.

APPLICANT INFORMATION

Customer's Name	_____		
Property location (Number/Street/Zip)	<i>Last</i>	<i>First</i>	<i>MI</i>
Mailing Address (if different)	_____		
<input type="checkbox"/> Security # or <input type="checkbox"/> Federal Tax#	_____	Driver License #/or Photo ID#	_____
Customer Phone	_____	E-mail	_____
Auto Pay Requested	<input type="checkbox"/> Yes <input type="checkbox"/> No	E-Bill Requested	<input type="checkbox"/> Yes <input type="checkbox"/> No
Landlord's Name (If renting)	_____		
Landlord's Phone	_____		

APPLICANT'S AGREEMENT

The undersigned, as owner/occupant of the residence or building located at the above address hereby applies for water, sanitary sewer and/or reclaimed water services to said premises and agrees to pay for said services at the rate specified by the City of New Port Richey Code of Ordinances.

The undersigned agrees to comply with and to be bound by all rules, regulations and ordinances of the City of New Port Richey respecting water and sewer service and specifically agrees to the following:

1. To pay for services within twenty-five (25) days of the monthly invoice date.
2. To pay minimum billing and base charges as long as the account is active regardless if water is being used or not.
3. To maintain good payment record with the City of New Port Richey. For purposes of this contract, as well as the City's ordinance, good payment history consists of no more than two delinquent notices, no disconnection of service and no dishonored checks or stop payments. A residential owner/renter account that maintains a good payment history for two (2) years is entitled to a refund of the security deposit.
4. In the event of a dishonored check, payment for that check plus a service charge of \$25.00-\$40.00 or 5% of the face value, whichever is greater, must be made in cash to the City of New Port Richey.
5. If the utility account is shut off for non-payment of account, payment must be made in full including the shut off fee and an increase in deposit (if required) in order to restore service. We **can not** accept a check as payment once the service has been interrupted.
6. The customer shall notify the City within five (5) working days prior to finalizing his/her account with the City of New Port Richey or lose his/her deposit. If the property is sold, or if the property is going back to the bank, please submit a letter to have the meter pulled to stop further billing charges.
7. If a request is made to temporarily shut off the meter, a \$5.00 fee will be charged to turn the meter off and a \$5.00 fee to have it turned back on.
8. The undersigned further agrees that if the charges and fees for said services are not paid by the specific due date, the City may institute legal proceedings to enforce its rights and collect such charges and fees, In any such proceedings, the City shall be entitled to recoup its costs and fees, including attorney's fees.

Customers Signature _____ Date _____

Customer Service Representative _____



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1099 FORM REQUIRED

The City of New Port Richey is required by the Internal Revenue Service to notify them of all customers who receive interest of \$10.00 or more on their security deposits and to forward those customers a 1099 Form indicating the amount of interest paid. This interest may have been applied to a final bill, a current account or refunded by check. Regardless, this interest must be reported.

The enclosed W-9 form must be completed and remain on file as a condition of service.

The City only reports interest utilizing one (1) Social Security or Federal ID number per account. For properties which are titled to multiple parties, the City will require acknowledgment that the deposit and interest may be refunded to only one individual or entity whose identification number is associated with the account.

Designated Deposit Owner

Taxpayer Identification number as listed on 1099

This acknowledgement should be signed by all owners of the property and does not relieve any of the owners from responsibility for charges for services provided by the City of New Port Richey.

Thank you for your cooperation in this matter and we look forward to providing you quality service in the future. For your convenience, you may fax the completed form to us at (727) 853-1245. If you have any questions regarding this request, please call us at (727) 853-1061.

Property Owner

Printed Name

Additional Owner of Record & Date

Printed Name

Additional Owner of Record & Date

Printed Name

Additional Owner of Record & Date

Printed Name

Sincerely,

Billing and Collections Department

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