



# WATER AND SANITARY SEWER APPLICATION

City of New Port Richey – Finance Department -- Billing and Collection  
City Hall, 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 _____	

A copy of a Tenant Lease Agreement or other documentation is required in order to set proper service billing dates and confirm that the tenant has authorization to occupy the structure and activate service. **If the tenant fails to sign in for service, it is the owner's responsibility to pay for all utility charges incurred.**

## APPLICANT INFORMATION

Customer's Name	_____	
	<i>Last</i>	<i>First</i> <span style="float: right;"><i>MI</i></span>
Property Location <i>(Number/Street/Zip)</i>	_____	
Mailing Address <i>(if different)</i>	_____	
<input type="checkbox"/> Social Security # or <input type="checkbox"/> Federal Tax #	_____	<input type="checkbox"/> Driver License # <input type="checkbox"/> 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 <i>(if renting)</i>	_____	Landlord's Phone _____

## APPLICANTS 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 be bound by, all rules, regulations and ordinances of the City of New Port Richey in respect to water and sewer services provided specifically as follows:

- To pay for services provided by the City within twenty (20) days of the monthly invoice date.
- To pay a minimum base and billing charge regardless if water is being used or not.
- 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 penalties for late payment, no disconnection of services, any dishonored checks or stop payments. Customers (owners of the property being serviced) that maintain twenty four (24) months of consecutive good payment history are entitled to a refund of their security deposit upon request. Deposits of occupants of the property being serviced that are renters are entitled to the return of their deposits upon their final bill. The deposit will be applied to the final bill and any balance of said deposit will be refunded to the customer by check after the final bill has been satisfied.
- 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
- If you request to have the meter temporarily shut off, the City will provide this service free of charge. Base and billing charges will continue to apply on a monthly basis.
- The undersigned further agrees that if the charges and fees for said services are not paid by the specific due date, a minimum penalty in the amount of \$5.00 or 5% of the water, and/or reclaimed water charge (whichever is higher) will be applied to the account for each month the account is delinquent. The City may also institute legal proceedings to enforce its rights to collect such fees. In any such proceedings, the City shall be entitled to recoup its costs and fees, including attorney's fees.

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Customer Service Representative Signature \_\_\_\_\_