

City of Athena WATER/SEWER SERVICES

Customer Name: _____ Hm. Ph. #: _____ Acct. #: _____
 Other Ph. #'s: _____
 New Address: _____ PO Box #: _____
 Former Address: _____
 Drivers Lic. #:: _____ State: _____
 Owner's Name (if not customer) _____ Acct. # _____

EFFECTIVE DATE OF REQUEST: _____

Notice:

- ❖ A \$100 water deposit is required for all new owners and for all tenants
- ❖ Effective date shall be within 24 hours of the date requested, unless this date falls on a weekend or holiday, in which case the effective date will be the first city work date after the request date.
- ❖ If the water/sewer is disconnected, and the meter advances for any reason (use, leak, etc.,) during the period, then the owner is responsible for at least the minimum charge for every month during the disconnect period and will be charged for consumption in the last month if the total exceeds 500 cubic feet.
- ❖ If service is changed, for any reason the responsible party will be the owner and/or tenant. If I am the owner and property is sold, or a renter leaves a bill owing I understand that I am responsible for the water/sewer service charges until the new property owner or renter signs up for service and pays the \$100.00 deposit.
- ❖ A \$35 connection fee will be collected before water/sewer service is resumed no matter why or who actually turns on or off the water/ sewer connection. A \$35 connection fee is also collected after a vacant status is reversed, i.e. house was put on vacant status by owner or renter. If water/sewer is turned off for non-payment, a \$35 reconnect fee will be charged.
- ❖ If owner or renter turns on/off their water/sewer service, they are responsible, and will be charged, for any damage to the meter. This could result in an \$800 charge for replacement of equipment and labor charges.

Type of Request

- Start Services
- Stop Services
- Change of Service Disconnect Water Connect Water
- Public Works will turn water on/off Customer will turn water on/off

I hereby certify that I am the owner: _____ or tenant: _____ of this property.

Signature: _____ Date: _____

If by Phone: Read the above notice _____ Completed by: _____ (Staff please initial)

<i>Office Use Only (initial and date)</i>	
Taken by: _____	Meter Read Requested: _____
Deposit Rec'd: _____	Entered Deposit into Computer: _____
Applied to Past due: _____	Credit paid by city: _____
Status Change: _____ (ie: Unoccup to CW)	Enter meter reading under account maint. _____ (for connect from disconnect status)
Final Bill sent: _____	New Customer # _____