



# Utility Billing Real Estate/ Property Management Application

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Updated **JUNE 2023**

## NOTICE TO APPLICANTS

Forms may be submitted by mail, email, or in person at City Hall. Submission of this application requires a copy of a valid photo ID and a management/lease agreement or proof of ownership. If applicant wishes to have continuous utility service after a tenant has vacated the property, a Continuous Service Agreement will also be required.

## OFFICE USE ONLY

Account: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date Processed: \_\_\_\_\_

## Service Information

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Service Start Date

\_\_\_\_\_  
Service Address

## In Business Name (if applicable)

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
DBA

\_\_\_\_\_  
Business Email

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Tax ID

\_\_\_\_\_  
Mailing Address

## In Owner/Property Manager's Name (if applicable)

\_\_\_\_\_  
Owner/Property Manager Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Drivers License/ID Number

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone



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## Bill Delivery Options

I would like to receive my bill by:  Mail  eBill (electronic billing via email)

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Email (for eBill)

## Affidavit

Your signature below indicates that you, the applicant, have read and understand the following statements:

All information is correct to the best of the applicant's knowledge.

Applicant agrees to receive utility service(s) from the City of Pooler in accordance with current and future ordinances, regulations, and rates.

All account changes must be submitted in writing to the City of Pooler's Utility Billing Department at 100 SW Hwy 80, Pooler, GA 31322.

Applicant is responsible for any and all City of Pooler utility bills generated at the address of service until a request of disconnection is received in writing by the City of Pooler Utility Billing Department.

A 10% late penalty will be applied to the account if the balance is not paid by the due date.

If service is suspended for nonpayment, the applicant will be required to pay account balance in full, plus a \$50.00 penalty fee to have service restored.

Payments made after 5:00 p.m. are posted the following business day. Any penalty or suspension of service due to payments received after 5:00 p.m. are the sole responsibility of applicant.

eBill service is a convenience offered to utility customers. Applicants are solely responsible for updating eBill information; e-Bills not received are the sole responsibility of the applicant.

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Applicant Name

Applicant Signature

Date