



Utility Billing Residential Application

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Updated JUNE 2023

NOTICE TO APPLICANTS

Forms may be submitted by mail, email, or in person at City Hall. Homeowners shall submit this application along with a copy of closing/settlement statement, and valid photo ID. Renters shall pay a \$150.00 deposit (\$75.00 for sanitation-only accounts) and submit a copy of a lease agreement and valid photo ID. **A \$75 non-refundable sanitation maintenance fee will be billed to all new customers.** Cash, check, or debit may be used to pay fee and deposit.

OFFICE USE ONLY

Account: _____ Closing/Settlement: _____ Copy of CO: _____

Check Number: _____ Deposit Receipt : _____

Processed by: _____ Date Processed: _____

Today's Date

Service Start Date

Service Address

Mailing Address (if different from above)

Own (settlement statement required)

Rent (\$150 deposit and copy of lease required)

Applicant/Owner Information

Name

Date of Birth

Email

Phone

Social Security Number

Drivers License/ID Number

Employer

Employer Phone

Co-Applicant/Spouse Information

Add to bill

Use as contact only



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Co-Applicant/Spouse Name	Date of Birth
Email	Phone
Social Security Number	Drivers License/ID Number
Employer	Employer Phone

Bill Delivery Options

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

Applicant Email (for eBill)	Co-Applicant/Spouse Email
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Transfer/Previous Address Information

Have you ever had service with the City of Pooler before?

Yes (if yes, previous address: _____)

No

If transferring account, complete Disconnect form or Transfer request form.

Demographic Information

The following information is required by the Federal Government in order to monitor compliance with Federal Laws prohibiting discrimination against applicants seeking to participate in the program. You are not required to furnish this information but are encouraged to do so. This information will not be used in evaluation of your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race/national origin of individual applicants on the basis of visual observance or surname.

- White, not of Hispanic origin Hispanic Black, not of Hispanic origin
 Asian or Pacific Islander American Indian or Alaskan Native

This is an Equal Opportunity Program. Discrimination is prohibited by Federal Law. Complaints of discrimination may be filed with the Secretary of Agriculture, Washington, DC 20250.

Affidavit

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



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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. Deposits shall not be returned until service is disconnected and the account balance has been paid in full.

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.

A \$75.00 non-refundable sanitation maintenance fee may be reflected on your first utility bill.

The City of Pooler does not require the applicant to be present when service is established. It is the applicant's responsibility to ensure that all water faucets are turned off and there are no leaks during the activation procedure. If there is any water running at the time of activation, water service will be turned off at the meter and a notice will be left on the door instructing the applicant to call the Utility Billing Department to schedule connection.

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 to the City of Pooler Utility Billing Department. Monthly charges will continue as long as service is furnished in the applicant's name at the service address. Charges for water, sewer, and sanitation services continue when service is active, whether used or not.

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

If service is suspended for nonpayment, you 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 the 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.

Applicant Name

Applicant Signature

Date

Co-Applicant/Spouse Name

Co-Applicant Signature

Date