APPLICATION FOR MONTPELIER MUNICIPAL UTILITY SERVICE

☐ **Owner/Occupant** ☐ **Landlord** ☐ **Residential Tenant** ☐ **Land Contract**

For Departmental Use Only
Account Number:_____
Date:_____
Work Order #:_____
Deposit #: _____
Lease/Deed: _____
Driver's License: _____
Check Index: _____Due Dates info.: _____
Deposit Agreement: _____
Income Tax Form: _____

PROPERTY INFORMATION

_____
Address of location at which service is requested

_____
Names and ages of all residents at the service location

_____
Date occupancy began or is anticipated to begin

APPLICANT INFORMATION

_____
Name of Applicant

_____
Most Recent Prior Address

_____
Applicant's Billing Address

_____
Most Recent Prior Utility Provider

_____
Applicant's Phone Number

_____
Name of Banks you do business with

_____
Applicant's Date of Birth

_____
Applicant's Driver's License Number

_____
Applicant's Social Security Number

_____
Applicant's Employer

CO-APPLICANT INFORMATION

_____	_____
Name of Co-Applicant	Most Recent Prior Address
_____	_____
Co-Applicant's Billing Address	Most Recent Prior Utility Provider
_____	_____
Co-Applicant's Phone Number	Name of Banks you do business with
_____	_____
Co-Applicant's Date of Birth	Co-Applicant's Driver's License Number
_____	_____
Co-Applicant's Social Security Number	Co-Applicant's Employer

In case of emergency, who shall we contact:

Name & Number:_____

Alternate Name & Number:_____

LANDLORD INFORMATION (if applicable)

_____
Name of Landlord

_____
Address of Landlord

_____
Phone Number of Landlord

As the legal land owner, any change of occupancy/ownership shall be your responsibility for notification to the Utility Department and there will not be any lapse in time of your responsibility.

SECURITY DEPOSIT INFORMATION

The Standard Security Deposit is due at the time of Application for Utility Service. As set forth in the Utility Procedures Section 4.00-4.04, the Utility Department reserves the right to collect a deposit at any time.

IMPORTANT NOTICES (all responsible parties please read and initial, including, if applicable, landlord)

1. If you anticipate ever renting the property to a third party, or otherwise anticipate any changes in occupancy, you have a continuing obligation to advise the Utility Department of any changes in the occupancy of the premises, and the identity and mailing address of new tenants and/or occupants. _____ _____ _____

2. Falsification of information on this application may be cause for termination of utility service. _____ _____ _____

3. By signing this application you are authorizing the Utility Department to contact your prior utility service for credit information. _____ _____ _____

4. Utility services can be discontinued if you fail to pay your account balance by the designated date. _____ _____ _____

5. Past due balances which are not covered by a security deposit or go uncollected will be posted as a lien against the property, taken to small claims, or sent to a collection agency. _____ _____ _____

6. The Montpelier Municipal Utility takes its customers identity information very seriously and has adopted and implemented Red Flag Rules in an effort to protect its customers. These Rules do not prohibit the Montpelier Municipal Utilities from aiding Landlords in maintaining their properties, locating previous tenants who may owe a delinquent utility bill, aiding tenants in contacting their landlord, nor does it prohibit the Montpelier Municipal Utilities from giving out credit history for its customers. _____ _____ _____

By signing and initialing this application, you hereby agree to abide by the Utility Regulations of the Montpelier Municipal Utilities.

_____	_____
Signature of Applicant/Date	Signature of Landlord (if applicable)
_____	_____
Signature of Co-Applicant/Date	Signature of Department Representative
Application Accepted: ____yes ____no	Date:_____

A complete set of the utility rules and regulations can be found at www.montpelieroh.net

VILLAGE OF MONTPELIER
UTILITY DEPARTMENT

NON-PAYMENT TERMINATION/RECONNECT FEES	(LESS THAN 30 DAYS)	$75.00
(APPLIES TO BOTH ELECTRIC & WATER)	(OVER 30 DAYS)	$150.00
RETURNED CHECK FEE		$30.00

BELOW IS A LIST OF TERMINATION DATES FOR THE REMAINDER OF 2016 AND 2017. PLEASE TAKE NOTE OF THESE DATES. **PLEASE NOTE THAT THESE DATES CAN CHANGE DUE TO HOLIDAYS AND OTHER CONFLICTS.** CHARGES FOR DOOR HANGERS AND TERMINATION FEES SHALL BE ASSESSED WHEN THE DESIGNATED MONTPELIER MUNICIPAL EMPLOYEE PHYSICALLY LEAVES THE VILLAGE HALL. IF SERVICE HAS BEEN TERMINATED, THE VILLAGE WILL DEFER ACTUAL RESTORATION OF SERVICE UNTIL A RESPONSIBLE PERSON OVER THE AGE OF 18 IS AVAILABLE AT THE SERVICE ADDRESS TO ASSURE THAT RESTORATION CAN OCCUR WITHOUT DAMAGE.

DUE TO THE EXTENSION POLICY ADOPTED BY COUNCIL ON JAN 25, 2016, THERE WILL BE LIMITED EXTENSIONS OF PAYMENTS GRANTED. NO PAYMENT PLANS SHALL BE EXTENDED TO PERSONS WHO HAVE PREVIOUSLY DEFAULTED ON A PAYMENT PLAN. IN ORDER TO SAVE YOU MONEY, IT IS OUR GOAL TO GET YOUR BILL CURRENT. PLEASE SEE ONE OF OUR CUSTOMER SERVICE REPRESENTATIVES AT THE UTILITY OFFICE IF YOU NEED HELP.

FOR YOUR CONVENIENCE, THE FOLLOWING IS A LIST OF APPROPRIATE DATES.

MONTH	DUE DATE	DELINQUENT NOTICES MAILED	DOOR HANGER	TERMINATION
October 2017	Monday, Oct 16	Tuesday, Oct 17	Thursday, Oct 26	Tuesday, Oct 31
November 2017	Wednesday, Nov 15	Thursday, Nov 16	Tuesday, Nov 28	Thursday, Nov 30
December 2017	Friday, Dec 15	Monday, Dec 18	Thursday, Dec 28	Wednesday, Jan 3
January 2018	Monday, Jan 15	Tuesday, Jan 16	Tuesday, Jan 23	Thursday, Jan 25
February 2018	Thursday, Feb 15	Friday, Feb 16	Tuesday, Feb 27	Thursday, Mar 1
March 2018	Thursday, Mar 15	Friday, Mar 16	Tuesday, Mar 27	Tuesday, Mar 29
April 2018	Monday, Apr 16	Tuesday, Apr 17	Tuesday, April 24	Thursday, April 26
May 2018	Tuesday, May 15	Wednesday, May 16	Thursday, May 24	Wednesday, May 30
June 2018	Friday, June 15	Monday, June 18	Tuesday, June 26	Thursday, June 28
July 2018	Monday, July 16	Tuesday, July 17	Tuesday, July 24	Thursday, July 26
August 2018	Wednesday, Aug 15	Thursday, Aug 16	Thursday, Aug 23	Tuesday, Aug 28
September 2018	Monday, Sept 17	Tuesday, Sept 18	Tuesday, Sept 25	Thursday, Sept 27
October 2018	Monday, Oct 15	Tuesday, Oct 16	Tuesday, Oct 23	Thursday, Oct 25
November 2018	Thursday, Nov 15	Friday, Nov 16	Tuesday, Nov 27	Thursday, Nov 29
December 2018	Monday, Dec 17	Tuesday, Dec 18	Thursday, Dec 27	Thursday, Jan 3

I have read and understand the above charges and schedule of due dates, notifications and termination dates.

I understand that if I have not paid my utility bill by the time the door hangers leave the office, the charge for the hanger will be assessed to my bill even if I pay my bill prior to receiving the door hanger at my residence.

I understand that if for some reason I become delinquent and my water and electric service is terminated, I will be charged a $75.00 fee per meter if reconnected within 30 days, after that the fee will be $150.00 per meter. This charge will also remain on my account if my bill is not paid prior to the utility truck leaving the town hall.

_____ _____

Applicant date Co-Applicant date

REVISED October 9, 2017