



# Application and Agreement for Water & Sewer Services

TITLEHOLDER

Commercial  Residential

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

*Complete this form in full. All fields are required.*

<b>DW Drinking Wtr.</b>	<input type="checkbox"/> New <input type="checkbox"/> Existing	
Close of sale date	_____	Titleholder/s _____
Move in date	_____	Mailing address _____
Is this a primary residence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Is this a rental property?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Email address _____
<small>LTR = Same tenant <u>more than 30 consecutive days</u>.</small>	<input type="checkbox"/> LTR <input type="checkbox"/> STR	Contact phone _____
Using a property manager?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Emergency phone _____
Property Manager name and contact _____		

The Titleholder/s may choose to have water, sewer, and trash services in the Tenants name by indicating below. The Tenant will be required to complete a separate application. Payments received after the 10th of each month will be assessed a \$5 late fee which will appear on the next months bill. **No new applications will be approved for any property that has an unpaid utility balance with the City of Donnelly.**

Services may be stopped upon the Titleholder/s request. A \$50 service fee is assessed to have the water service turned on, or shut off. Utility improvement rates will continue to be assessed. If Services are shut off for non-payment, services will not be restored until a fee of \$50 and all delinquent charges for water, sewer, and/or trash services are paid. Please allow up to two (2) business days to process your request.

If you sell your property, a final bill will be created for use by you or your title company. The final bill will not be pro-rated regardless of the closing date. Final bills will reflect a full months charge and will be due and payable in full as noted on the bill. If your title company pro-rates the bill you will be responsible for the remaining balance amount due.

**Report all water/sewer problems promptly to City Hall for resolution.**

**I HEREBY certify that I am the Titleholder of the referenced address** and I have full authority to apply for and accept the services as stated, subject to the rules and regulations as adopted under Title 13 of the Donnelly City Code. I understand it is my responsibility to notify the City of any changes to this utility account, including vacancy, changes in use, tenancy, or ownership in order to allow a final meter read. I further understand that I will be held responsible for any unpaid balances or charges incurred as Titleholder of this property.

This is a LTR (Long Term Rental). I authorize the City of Donnelly to invoice the current Tenant/s. *	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Your Initials _____	<b>* Must check a box. and initial</b>	

Titleholder Signature _____	Date _____
Titleholder Signature _____	Date _____

**Please return this completed form and remit your account set up fee to Donnelly City Hall P.O. Box 725 Donnelly, ID 83615.**

**YOU CAN PAY YOUR BILLS ONLINE! Visit [www.cityofdonnelly.org](http://www.cityofdonnelly.org)**

Your utility account number is: \_\_\_\_\_

## NOTES