

# CITY OF SHELLMAN UTILITY SERVICES APPLICATION

Initial applications cannot be acted upon until a signed application with all required information and any applicable deposits are received. Water deposits are \$75.00, and Gas deposits are \$150.00. Upon receipt of completed application a determination shall be made to approve or deny the application to provide a particular utility service. The City reserves the right to deny or refuse service for any of the reasons listed in part “d” of the City’s section. If an account holder has entered into a payment agreement or has a past due account, no additional utility service will be added to receive any advance written notice for the denial of an initial utility service request or for an additional service request not previously held by the applicant. However, a written reason for the denial of the service shall be mailed to the customer pursuant to these service rules if contact information is fully provided.

## **Part “ D “ Reasons for denial of service**

- In event of a condition determined by the City to be hazardous.
- In the event of customer use of equipment in such a manner as to adversely affect the Utility’s equipment or service to others.
- In the event of tampering with equipment furnished and owned by the City of Shellman.
- In the event of unauthorized use or resale of utility service.
- Benefit of Service Rule- in the case of customers who have been disconnected or for whom credit action is pending, service will not be reconnected or continued in the name of another occupant or user of the premises if the previous customer or any other person liable for payment of the delinquent bill(s) continues to occupy or receive benefit of the service provided at the premises, unless arrangements are made to pay for the unpaid service at the premises.

## **Refund/Application of Deposits**

A deposit will be refunded when the customer utility account is terminated. If necessary, deposits will be applied equally to any unpaid utility of he combined utility group. Upon termination of service, the deposit less any unpaid billing shall be reimbursed to the person who made the deposit.

1. FULL NAME OF ALL OCCUPANTS OF PREMISES OVER THE AGE OF 18 AND THE DESIGNATION OF THE ACCOUNT HOLDER(S):

\_\_\_\_\_  
\_\_\_\_\_

2. SOCIAL SECURITY NUMBER OF ACCOUNT HOLDER:

\_\_\_\_\_

3. DATE OF BIRTH: \_\_\_\_\_

4. COPY OF VALID DRIVER'S LICENSE OR OTHER ACCEPTABLE PROOF OF IDENTITY IF THE APPLICANT HAS NO LICENSE

5. TELEPHONE NUMBER: \_\_\_\_\_

6. PREVIOUS ADDRESS: \_\_\_\_\_

7. CURRENT ADDRESS: \_\_\_\_\_

8. EMPLOYER NAME, ADDRESS, AND TELEPHONE NUMBER: \_\_\_\_\_

9. NAME, ADDRESS AND TELEPHONE NUMBER OF A RELATIVE:

\_\_\_\_\_

10. IF TENANT, NAME ADDRESS AND PHONE NUMBER OF LANDLORD:

\_\_\_\_\_

11. VERIFICATION INFORMATION THAT COULD BE USED TO CHANGE ACCOUNT SERVICE WITHOUT A SIGNATURE, IF SO DESIRED:

\_\_\_\_\_

12. A DEPOSIT MAY BE REQUIRED AS OUTLINED IN SECTION 1.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR OFFICE USE ONLY**

DATE APPROVED: \_\_\_\_\_

DATE DENIED: \_\_\_\_\_

REASON FOR DENIAL: \_\_\_\_\_

ADMISISTERING OFFICIAL: \_\_\_\_\_