

TOWN OF ELLENBORO
PO BOX 456
ELLENBORO, NC 28040

WATER / SEWER APPLICATION FORM

Date: _____

Start Date: _____

NAME _____
(First) (Middle) (Last)

BUSINESS NAME/CORPORATION _____

FEDERAL ID # _____

SERVICE ADDRESS _____

MAILING ADDRESS _____

PHONE # _____
(Home) (Cell)

EMAIL ADDRESS _____

DRIVERS LICENSE _____

OWN _____ RENT _____

EMPLOYERS NAME _____

PHONE / ADDRESS _____

NEAREST RELATIVE _____
(Not living in same household)

RELATIVES ADDRESS _____

RELATIVES PHONE# _____

LANDLORD'S NAME _____

LANDLORD'S PHONE NUMBER _____

**ALL ADULTS ON RENTAL LEASE OR DEED MUST FILL OUT APPLICATION
AS CO-APPLICANTS AND WILL BE RESPONSIBLE FOR ANY DELINQUENT DEBTS.**

Initial _____

SPOUSE / ROOMMATE _____
(First) (Middle) (Last)

PHONE # _____
(Home) (Cell)

EMAIL ADDRESS _____

DRIVERS LICENSE _____

EMPLOYERS NAME _____

PHONE / ADDRESS _____

NEAREST RELATIVE _____
(Not living in same household)

RELATIVES ADDRESS _____

RELATIVES PHONE# _____

I HEREBY APPLY FOR SERVICE AT THE ABOVE ADDRESS SHOWN AND AGREE TO ABIDE BY THE RULES AND REGULATIONS GOVERNING SUCH SERVICE. I AGREE TO FINANCIAL RESPONSIBILITY FOR CHARGES BILLED TO THIS ACCOUNT.

APPLICANTS SIGNATURE _____ DATE _____

CO-APPLICANT SIGNATURE _____ DATE _____

**I HEREBY CERTIFY THAT I HAVE RECEIVED AND READ THE FOLLOWING :
(All applicants must initial)**

- Application _____
- Water / Sewer Rates _____
- Customer Accounts Policy _____
- Social Security Justification _____
- Charges/Fees _____
- Assistant Agreement _____



**JUSTIFICATION FOR COLLECTION OF SOCIAL SECURITY NUMBER
ON UTILITY FORMS**

The Town of Ellenboro is authorized by the North Carolina General Statute 105A to collect social security number information from customers to assist in settlement of unpaid balances for services. Use of this information may include but is not limited to use for accurate individual identification for asset attachment by debt set-off as set forth in North Carolina General Statute 105-368. As required by North Carolina Statute 132-1.8, this information will not be made available to the general public and will be protected according to state guidelines. In accordance with the 2001 North Carolina Privacy Act, disclosure of the requested information is voluntary; however, failure to provide the information may result in your deposit being kept on file until service is terminated with the Town. The Town of Ellenboro does not apply interest to your deposit.

SOCIAL SECURITY NUMBER: _____

SOCIAL SECURITY NUMBER _____

Co-applicant

**NOTICE OF FAIR AND ACCURATE CREDIT TRANSACTIONS (FACT)
ACT OF 2003**

To comply with our Identity Theft Prevention Program, The Town of Ellenboro requires all applicants to furnish a Federal or State Issued picture I.D.; a copy of which will be attached and retained with your application.

Print Customer Name _____

Customer Signature _____

Print Co-applicant Name _____

Co-Applicant Signature _____



CHARGES & FEES

LATE FEES:

Water bills are due upon receipt. A late fee of \$5.00 will be added at 5:00 p.m. on the 24th of the month. Should this fall on a weekend or holiday it will be 5:00 p.m. on the next business day.

DISCONNECT FEE:

Town Hall will close at 12:00 noon on the 3rd of the month. The cut-off list will be generated at that time, a penalty fee of \$25.00 will be added automatically. This gives the clerk time to check the list and make a bank deposit. If a customer needs an extension of time, they must be in good standing with no returned checks or prior disconnects for nonpayment. The \$25.00 penalty still applies. Only 2 extensions' allowed per year. If full payment is paid before 5:00 p.m. on cutoff day, water will be connected that day.

IF YOU ARE CUT-OFF FOR NONPAYMENT TWICE WITHIN ONE YEARS TIME, A SECOND DEPOSIT WILL BE REQUIRED BEFORE YOUR WATER IS TURNED BACK ON.

RETURNED CHECKS:

Administration fee is \$25.00 to each account the check was used to pay. After (2) returned checks, only cash or money order will be accepted.

CONNECT FEE:

There is a connect fee of \$25.00. If the Town has to come out again to turn on there will be an extra \$8.00 charge for connection.

METER READING:

If customer wants to have his meter read again, there is an \$8.00 charge. If this is a reading that was done in error by the Town the charge will be waived.

Initial _____



ASSISTANCE AGREEMENT

I agree to allow the Town of Ellenboro to release any information I have given them to any church, agency, or individual that I approach for help in person or by phone. This also applies to anyone else asking for help on my behalf.

I agree to allow agencies to exchange information concerning my application for assistance. I do not have to be present when information is given.

Name: _____

Date: _____

Signature: _____

Co-applicant Name: _____

Date: _____

Signature: _____

