

City of Lancaster Utilities Department

Non-Residential Transfer of Service

THE FOLLOWING INFORMATION IS BEING REQUESTED FOR THE PURPOSE OF TRANSFERRING AN ACCOUNT TO PROVIDE AND BILL FOR UTILITY SERVICE.

ADDRESS MOVING TO: _____ Turn On Date _____
STREET

ADDRESS MOVING FROM: _____ Turn Off Date _____
STREET

NAME OF BUSINESS: _____

BUSINESS OWNER'S NAME: _____
The deposit placed on this account will be refunded only to the above applicant

MAILING ADDRESS: _____
STREET CITY STATE ZIP

DAYTIME PHONE #: _____ EVENING PHONE #: _____

CONTACT PERSON: _____ E-MAIL: _____

FED TAX I.D. / SOC. SEC. #: _____ DO YOU OWN OR LEASE LOCATION? _____

PROPERTY OWNER INFORMATION

PROPERTY OWNER'S NAME: _____

OWNER'S ADDRESS: _____
STREET CITY STATE ZIP

OWNER'S PHONE # _____ E-MAIL: _____

TENANT INFORMATION

DATE LEASE BEGAN ____/____/____ TERM OF LEASE (LENGTH) _____
MONTH DAY YEAR

I UNDERSTAND THAT I AM FULLY RESPONSIBLE FOR ALL CHARGES AT THE ABOVE NOTED PROPERTY. I AGREE TO PAY FOR SERVICES PROMPTLY AT THE RATES ESTABLISHED BY THE CITY OF LANCASTER COUNCIL, AND I AGREE TO ABIDE BY PRESENT AND FUTURE ORDINANCES, POLICIES AND REGULATIONS RELATING TO WATER, WASTEWATER, AND/OR RECLAIMED WATER SERVICES AS ESTABLISHED BY THE CITY OF LANCASTER COUNCIL. BY SIGNING THIS APPLICATION I AGREE TO THE CONDITIONS OF SERVICE ON THE BACK OF THIS APPLICATION AND CERTIFY THAT ALL INFORMATION PROVIDED IS TRUE AND CORRECT.

IN ADDITION TO OTHER AVAILABLE REMEDIES, THE CITY OF LANCASTER HAS THE RIGHT PURSUANT TO THE SOUTH CAROLINA SETOFF DEBT COLLECTION ACT TO COLLECT ANY SUM DUE AND OWED BY THE APPLICANT THROUGH OFFSET OF THE APPLICANT'S STATE INCOME TAX REFUND. COST ASSOCIATED WITH COLLECTION WILL BE ASSESSED UPON THE CUSTOMER (APPLICANT).

SIGNATURE OF APPLICANT: _____ DATE: _____

SEE OTHER SIDE FOR CONDITIONS OF SERVICE

CONDITIONS OF UTILITY SERVICE

Rates for water/sewer and garbage (in-city only) service are as annually established by City Council in the adoption of the City of Lancaster's Operating Budget. Minimum water and sewer charges apply for active accounts up to 3,000 gallons per month of consumption even if no water is consumed. An administrative fee and deposits (which differ by meter size) are required. A \$20.00 fee applies for transfer of service within six (6) months of the above application date. If payment to re-establish service is received after 4:00 PM, service will not be restored until the following business day.

Water and sewer charges will be based on water consumed as established by meter measurement. All water passing through the meter shall be paid for according to the meter reading at the current rate specified and modified from time to time by the Lancaster City Council, whether used or wasted. Cost of service will be billed monthly on or about the first day of the month for a service period ending on or before the last day of the preceding month. Bills may be sent electronically or by regular United States Postal Service delivery based on the method selected by the customer. The City is not responsible for mail delivered by the United States Postal Service. Payment is due by the 15th of each month. After the 15th, a first penalty will be added to customer's accounts equal to 10% of the amount owed. If payment is still not received by the 25th of the month, a second penalty in the amount of \$25.00 will be added to the customer's balance due. Service for accounts past due as to the 25th of each month are subject to interruption without further notice. Service will not be re-established until the account is paid in full including all applicable penalties and costs.

A tender of payment by check or draft which is returned for insufficient funds will result in service interruption without further notice. A \$30.00 fee for the returned item will be added to the customer's amount due. Service will not be re-established until the account is paid in full including all applicable penalties and costs. Collection of the returned item will be effected by any legal means available to the City.

By signing this application, you are held responsible for payment of water used at this location (and any other location you may transfer service to) until you notify the City of Lancaster that you would like to discontinue your service. If you are discontinued for non-payment, you will be taken out of our system. In order to re-establish service, you will need to pay your delinquent bill in full and pay a new administrative fee as established by Council and modified from time to time.