

APPLICATION FOR SEWER SERVICE

Name _____

(Name Must Include Everyone on Lease)

Address _____

Phone _____ Contact # _____

Date of Birth _____ Driver's License # _____

Previous Address _____

Employer _____ Phone _____

Employer's Address _____

Date of Closing _____

I will be a renter at this residence. _____

I certify that I am the owner of the property and the deed is on file at Clark County. _____

(FOR THE HOUSE THAT HAS BEEN EMPTY): I am aware that a new meter may be needed and the payment will be made before water is turned on. _____

IF YOU ARE MOVING FROM ONE RESIDENCE TO ANOTHER, THE FINAL BILL FOR THE PREVIOUS ADDRESS MUST BE PAID ON THE FINAL DUE DATE OR NEW SERVICE WILL BE DISCONNECTED.

There is a \$10 transfer fee that is not refundable.

I have read the City of New Carlisle water/sewer information sheet provided.

Signature _____ Date _____



CITY OF NEW CARLISLE WATER/SEWER BILL INFORMATION

\$10 FEE TO ESTABLISH SERVICE

The City of New Carlisle Water and Sewer bills are mailed and due each month. The bills are due by the 15th of each month, or next business day if the 15th is a holiday or weekend. If you do not receive a bill by the first week of each month, you must contact the City offices @845-9492 prior to the due date.

The City of New Carlisle provides sewer service to the area that you own. All sewer accounts will remain in the name of the owner and bills will be mailed to the owner's address. Please contact the Water/Sewer Department @845-9492 ext. 23 to get the current flat rate charge for this service.

We accept payments in cash, check, money orders or credit cards. You also have the option of signing up for automatic pay. You will still receive a bill and the current amount due will be taken out of your checking or savings on the due date. Forms are at the office. Bills are due upon receipt. A ten per cent (10%) penalty is applied after the net due date on current charges. Failure to pay on the due date will result in a delinquent notice being sent. The delinquent notice is sent as a courtesy.

Payments can be made at 331 S. Church, or can be mailed. You can mail payments to the City of New Carlisle, P.O. Box 419, New Carlisle Ohio 45344. We also have a night drop located at the walk of the entrance to the office. You can also go to www.newcarlisle.net and pay online.

PLEASE READ ALL NOTICES ON THE FRONT AND BACK OF THE BILL. Failure to make the payment at the end of each month will result in a fifty-dollar (\$50.00) service fee on the City's shut off day and your sewer connection could be shut off without any further notice. The total amount due needs to be paid during the month owed. If you are disconnected, this fee and your delinquent sewer bill amount will have to be paid BEFORE service is restored. The late payment must be made at the City offices. The fee is charged regardless if the sewer is disconnected. If you have a returned check the sewer could be shut off immediately. You will be responsible to pay the return check fee, service fee and amount of check in CASH. After two return checks, cash or credit card will only be accepted.

If you move out, it is your responsibility to contact the Water/Sewer Department @845-9492 ext. 23 and ask for a final reading. We will need a forwarding address. The account is not paid in full until a FINAL bill has been completed. The bill will say FINAL on it. This final amount will need to be paid on due date if you are having a new account for another address in New Carlisle to keep new service on.

If you have any problems after hours with your water/sewer service, please contact the Clark County Sheriff's Department @328-2560 and they will contact a City employee to service you.