

APPLICATION FOR UTILITY SERVICE

City of Manchester

Account Number _____

Name _____

Service Address _____

Mailing Address (if different from service address)

Date Services to be on _____ Today's Date _____

Connection Charges:

Nonrefundable Service Agreement Fee	\$50.00
Water Deposit	\$125.00*
Nonrefundable Transfer Fee	\$50.00
Nonrefundable 3 Day Special Fee	\$10.00

Other Charges:

Returned Check Fee	\$30.00
Reconnection/Delinquent Fee	\$50.00
Short-term Reconnection Fee	\$50.00
Meter Reread Fee	\$10.00

Service Agreement:

I agree to follow all city ordinances as they are relevant to all city services of the City of Manchester. I understand I am financially responsible for all city services on my bill, which includes a per month base fee. Bills are mailed before the 1st day of each month and are due by the **20th of each month**. After the due date, a 10 % penalty will be applied. I understand that no one living in my household has an outstanding balance owed to the City of Manchester and falsification of any information on this application may result in immediate disconnection of service without notice. Any deposits made will be applied to the final bill and refunded (if applicable) upon completion of a termination form. Any final billed account with an outstanding balance due that is not paid in full by the due date will accrue a 1% per month interest on the outstanding balance.

Cut Off Policy:

Services will be disconnected for non-payment on the last Tuesday of each month. The actual cutoff date is always printed on the utility bill that is mailed every month. All payments must be received in city hall before 8:30 a.m. on cut off day. A night deposit box is located at city hall for your convenience. Any payment placed in the night deposit box after 8:30 a.m. will be posted the next business day. Any payment made on Tuesday cut off day through the drive thru or in the lobby will be accessed a \$50.00 delinquent fee.

Return Check Policy:

When a check is returned to the City of Manchester, a notice will be placed on your door advising you of the date your service will be disconnected **if check is not paid in full** before that time. The return check fee is \$30.00 and the reconnect fee (if applicable) is \$50.00.

_____ Applicant Signature	_____ Co-Applicant Name	_____ Emergency Contact Name
_____ Applicant SSN	_____ Co-Applicant SSN	_____ Address
_____ Applicant Home Phone #		_____ Phone #
_____ Applicant Job Phone #	_____ Co-applicant Job Phone #	
_____ Applicant Cell Phone #	_____ Co-applicant Cell Phone #	

For utility service and/or information, please call City Hall at 846-3141 Monday, Tuesday, Thursday, or Friday between 8:30 am and 4:00 pm, Wednesday between 8:30 am and 12:00 pm. For after-hours emergency utility repair service, please call the Police Department at 846-3155.

*Property owners are exempt from paying deposits upon furnishing proof of ownership. Proof of ownership may include most recent tax bill with your name on it or copy of the deed if you are purchasing the property.