



Account #: \_\_\_\_\_

Work Order #: \_\_\_\_\_

# City Of McDonough

## Contract for Business/Management Company Water/Sewer Service

Today's Date: \_\_\_\_\_

Date to Start Service: \_\_\_\_\_

Provide the Name, SS# or EIN # & Driver's License # for each person listed on the lease/purchase agreement. Use the back of this form for additional names, Social Security and Driver's License #s.

Business Name \_\_\_\_\_

EIN # \_\_\_\_\_

State - Driver's License # \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone #: \_\_\_\_\_

Management Company Name \_\_\_\_\_

EIN # \_\_\_\_\_

State - Driver's License # \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone #: \_\_\_\_\_

Service Address: \_\_\_\_\_  
Street Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

Billing Address: \_\_\_\_\_  
*(If different from above service address)* Street Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

Have you or anyone on the lease/deed had Water/Sewage/Garbage service in The City of McDonough?  
If YES, what was the name on the account and the street address?

Account Name(s) \_\_\_\_\_

Service Address \_\_\_\_\_

### Please check all applicable boxes

Do you OWN/PURCHASING your location? If YES, a copy of the settlement statement must be provided.

Are you a MANAGEMENT Company RENTING this location? If yes, a copy of the signed Lease Agreement must be provided.

Are you RENTING your location? If YES, a copy of the signed Lease Agreement must be provided.

Landlord/Leasing Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

### **Office Use ONLY**

Deposit Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Received By: \_\_\_\_\_

Work order Processed: Yes: \_\_\_\_\_ No: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Sanitation order Processed: Yes: \_\_\_\_\_ No: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

**Please initial the following statements indicating you have read and agree with each.**

**Billing**

Ref **(13.04.250)** Bills are mailed by the fifteenth of each month. Failure to receive a bill does **NOT** relieve your obligation to pay. Customer Service Department must be contacted if you do not receive a bill.

**Disconnection for Non-payment**

Ref **(13.04.270)** Service to any property may be disconnected at any time in which payment is past due.

Ref **(13.04.250)** If water service is suspended for non-payment, returned check or other violations, a fifty dollar (\$50.00) Administrative Fee and the outstanding balance must be paid to restore service.

**Tampering with City property**

Ref **(13.04.310)** Tampering with city property is **PROHIBITED** and punishable by law.

Ref **(13.04.250)** Once water service has been disconnected for **ANY** reason, service can only be restored by a City of McDonough Water Department employee. Customers and/or Landlords do not have the authorization to restore service. A one-hundred dollar (\$100.00) Locked Meter fee will be accessed for tampering with City of McDonough property. The tampering fee and the outstanding account balance must be paid before service will resume.

**Discontinuing Service**

The account holder must submit a Disconnection of Service form when service is no longer needed. A picture ID **MUST** accompany the stop service request. Billing for water service will continue **UNTIL** the written request is received by the City of McDonough Customer Service Department.

**Telephone Consumer Protection Act**

I the account holder consent to receiving emails, texts (SMS), auto-dialed and or artificial or pre-recorded message to my cellular phone or to any telephone number or email provided by me to The City of McDonough or its affiliates and their agents including, without limitation, any account management companies and independent contractors including debt collectors. I understand that consenting to the above is not required before I receive service from The City of McDonough.

### **Overpayment On Active Account**

\_\_\_\_\_ The City of McDonough will not issue a refund for any overpayment made by a customer on a utility account. All overpayments will be reflected as a credit balance on the customer's account and will be applied to future bills.

**To aid The City of McDonough Water Department in the review and acceptance of the Contract of Service Application, Applicant unconditionally agrees to comply with all applicable Ordinances, rules and regulations currently in force and any that may be later amended, and to promptly pay for all services provided. This includes all service billings, late fees, and other fees and charges as they may apply.**

Name \_\_\_\_\_  
Print

\_\_\_\_\_ Signature

Name \_\_\_\_\_  
Print

\_\_\_\_\_ Signature:

Date: \_\_\_\_\_

**Submit completed service application form, picture ID, and settlement statement or lease agreement to:  
City of McDonough Customer Service Department, 136 Keys Ferry Street, McDonough, GA 30253  
or Fax to (770)957-7231 or email to [customerservice@mcdonoughga.org](mailto:customerservice@mcdonoughga.org)**

**REVISED : 11/08/2023**