



## Utility Application Instructions

Attention Utility Applicant,

Below you will find a listing of all the documents that are required to establish utility service with the City of Commerce. Before remitting, please be sure to fill out all documents completely to ensure timely processing.

- Application for Utility Service
- Terms of Service
- Lease Agreement
  - If renting/leasing this form needs to be completed by the land lord or property manager.
- We will also need a copy of the applicant's/agents driver's license or state issued picture identification. (I.D. cannot be faxed)
- Utility deposits can be waived only if a letter of credit from a utility company can be provided. The letter should be for the most recent 24 month period and state that the applicants account was in good standing with no disconnects or returned checks.
- If the location being applied for is within the city limits, an inspection and authorization from the city building inspector will be required. After applying for service, and payments are made, the applicant must contact Billy Vandiver's office at 706-336-3293 or 706-335-4200 for an inspection appointment

After sending your application and all needed documents, contact us to pay deposits and service fees. Please be aware there is a \$4.00 convenience fee for credit card payments.

The attached forms, letters of credit, and any other communications mentioned can be faxed to 706-335-6879 or emailed to [lynna@commercega.org](mailto:lynna@commercega.org) .

The City of Commerce looks forward to servicing your utility needs.

For Further Assistance Call ~ 706-335-3164



## APPLICATION FOR UTILITY SERVICE

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

Phone # \_\_\_\_\_

Work Order Date \_\_\_\_\_

Social Security # \_\_\_\_\_

Drivers License # \_\_\_\_\_

Name \_\_\_\_\_

Service Address \_\_\_\_\_ Inside City \_\_\_\_\_ Yes \_\_\_\_\_ No

Mailing Address \_\_\_\_\_

Previous Occupant \_\_\_\_\_ New Service \_\_\_\_\_ Temp. Power \_\_\_\_\_

Lights \_\_\_\_\_ Gas \_\_\_\_\_ Water \_\_\_\_\_ City Sewer \_\_\_\_\_ Trash Pick Up \_\_\_\_\_ Containers \_\_\_\_\_

Security Light \_\_\_\_\_ **Owner** \_\_\_\_\_ **Renting** \_\_\_\_\_ **Landlord, Manager or Agent** \_\_\_\_\_

Previous Address \_\_\_\_\_

How Long? \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

Spouse \_\_\_\_\_ Spouse Employment \_\_\_\_\_ Phone # \_\_\_\_\_

Nearest Relative: Name, Address, & Phone # \_\_\_\_\_

Have You Ever Received Services From The City Of Commerce? If So, When & Where? \_\_\_\_\_

Gas Tap Fee \_\_\_\_\_ Paid \_\_\_\_\_ Receipt # \_\_\_\_\_

Water Tap Fee \_\_\_\_\_ Paid \_\_\_\_\_ Receipt # \_\_\_\_\_

Sewer Tap Fee \_\_\_\_\_ Paid \_\_\_\_\_ Receipt # \_\_\_\_\_

Temp. Power \_\_\_\_\_ Paid \_\_\_\_\_ Receipt # \_\_\_\_\_

Underground \_\_\_\_\_ Overhead \_\_\_\_\_ Paid \_\_\_\_\_ Receipt # \_\_\_\_\_

Deposits: Electric \_\_\_\_\_ Gas \_\_\_\_\_ Water \_\_\_\_\_ Letter of Credit \_\_\_\_\_

Service Fee \_\_\_\_\_ Total Due \_\_\_\_\_ **Date Service Desired** \_\_\_\_\_

Date Paid \_\_\_\_\_ Receipt # \_\_\_\_\_

Although the city may not choose to do so, the city retains the right to access your credit history in making credit decisions concerning your required deposits, if any. Any cost in collecting any delinquent amounts will be "in addition to" all other charges & amounts.

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Application Taken By

Date

**Signature of Applicant**



## APPLICATION FOR UTILITY SERVICES TERMS AND CONDITIONS

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

Customer \_\_\_\_\_

### **PAYMENTS**

The Customer is responsible for timely payment of the utility bill. Untimely payments may result in an additional late fee and could lead to termination of service. Return checks will be assessed a processing fee and may also result in a late payment fee. If the Customer cannot make a timely payment of the utility bill, they should contact the City to determine if a payment arrangement is possible.

### **SECURITY DEPOSIT**

The City will refund security deposits following discontinuance of service. When service is discontinued, the amount of the deposit, without interest, will be credited on the final bill to the customer. The excess, if any, shall be paid to the customer's forwarding address or to the last known mailing address. Deposits on delinquent accounts shall be used to liquidate delinquent utility bills.

### **TERMINATION OF SERVICE**

Utility service may be disconnected by the City of Commerce for the any of the following reasons:

- Customer request for disconnection
- Emergencies, repairs and maintenance
- Unauthorized use, tampering
- Unsafe conditions; and
- Non-payment.

Non-Payment Customers are subject to disconnection of service for any of the following reasons:

- Failure to pay or make deferred payment arrangements acceptable to the City
- Failure to comply with deferred payment arrangement
- Failure to pay required initial deposit
- Failure to pay as a result of returned check/insufficient funds or third party arrangements.

If the account becomes delinquent and service is terminated, the Customer will be subject to a reconnection fee and any late payment fees that may be appropriate. The Customer will be liable for any collection fees and/or legal fees incurred by the City of Commerce for collection of utility payments. The City is prepared to work with the customer to avoid service disconnection. The Finance Department is authorized to make reasonable payment arrangements and/or provide information on payment assistance programs.

### **REASONABLE ACCESS**

The Customer agrees to provide safe, unobstructed access at all times to all utility lines, equipment and meters on the property. Structures or equipment may not be placed over utility lines, equipment and meters. Shrubs, bushes and/or undergrowth will be kept clear of underground utility lines, equipment and meters and precautions will be taken not to plant shrubs or trees that will eventually interfere with overhead lines. Debris or rubbish will be kept clear of utility lines, equipment and meters. Pets should be fenced/restrained a safe distance from meters.

## UTILITY LINES/PIPING/METERING EQUIPMENT

### Ownership

All meters, service lines, poles, transformers, outdoor lights, or other equipment associated with establishing utility service to the Customer premise are the property of the City of Commerce. Lines and equipments after/beyond/downstream of the utility meter is the property and responsibility of the homeowner. Sewer lines, from the house to the road right of way, are the property and responsibility of the homeowner.

### Customer Buried Gas Pipes

Any and all gas pipe downstream of the gas meter belongs to you, the gas consumer. The gas consumer is responsible for maintenance and operation of this portion of the fuel line system. The City of Commerce does not own the gas line beyond the gas meter; therefore, we do not routinely maintain or locate fuel lines. All buried gas piping should be, periodically inspected for leaks and periodically inspected for corrosion (if piping is metallic). If any of unsafe condition is discovered, the piping should be repaired, replaced or shut off immediately. Commercial plumbers and/or heating contractors may be contacted if and when gas fuel lines need attention. Buried gas piping should be located and marked in advance before any excavating is performed near the pipe. Excavating near the buried gas pipes should be done by hand.

### Digging or Excavation Along Right-Of-Way and Around Utility Lines

The Customer will take reasonable precautions to protect the City's utility property/ equipment. Before doing any excavations or major outside construction, they will call the Utilities Protection Center (**phone 811**). Excavating near underground utilities should be done by hand. The City of Commerce reserves the right to charge for necessary repairs or replacement of utility property/equipment damaged or loss due to negligence.

### **TAMPERING**

Unauthorized use, misuse, or tampering will result in disconnection of service immediately. The offender may be subject to prosecution. Estimates of usage and damage shall be billed.

Flagrant unauthorized use or tampering may also result in the removal of utility service lines and measuring device from the premises. Reconnection would be subject to all back payments, damages, penalties, and reconnect fees.

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_



**LEASE AGREEMENT  
(706-335-6879) FAX NUMBER**

**DATE** \_\_\_\_\_

**NAME OF RESIDENT/BUSINESS** \_\_\_\_\_

**SERVICE ADDRESS** \_\_\_\_\_

**NAMES OF PERSONS / BUSINESS TO BE RESIDING IN THE LOCATION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DATE OF OCCUPANCY** \_\_\_\_\_

**SIGNATURE OF PROPERTY OWNER:**

\_\_\_\_\_