

# WATER/SEWER/TRASH SERVICE **DISCONNECTION**

## CITY OF GERALD

City Hall  
106 E. Fitzgerald Ave.  
P.O. Box 59  
Gerald, MO 63037  
573-764-3340



RECEIVED BY: \_\_\_\_\_ ON: \_\_\_\_\_

METER READING: \_\_\_\_\_ FINAL BALANCE: \_\_\_\_\_

DEPOSIT: \_\_\_\_\_ REFUND: \_\_\_\_\_ BILL: \_\_\_\_\_

ACCT #: \_\_\_\_\_ BK #: \_\_\_\_\_

DATE ESTABLISHED IN SYSTEM: \_\_\_\_\_

### PLEASE FILL OUT & INCLUDE ALL REQUIRED INFORMATION

#### APPLICANT INFORMATION

Today's Date: _____		Request to turn Service off: _____	
Applicant Name: _____		Co-Applicant Name: _____	
SERVICE Address: <i>(Cannot be P.O. Box)</i> Street: _____		FORWARDING Address: <i>(Can be P.O. Box)</i> Street: _____ City: _____ ST: _____ ZIP: _____	
Last 4 of SSN: _____		Date of Birth: _____	
Phone: _____		Email: _____	

#### LANDLORD INFORMATION

Name: _____	Phone Number: _____
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#### Section 700.055 – Rental/Leased Property Service Connection Deposit

A deposit of one hundred dollars (\$100.00) for utility service will be required of any person(s), business or corporation renting or leasing any premises and of any owner, renter or lessee of a mobile or manufactured home. It shall be the responsibility of the owner or agent of the owner of the premises to notify the City in writing of any change in tenants for said premises, prior to any deposit being accepted from a new tenant or any refund being given to a previous tenant. The deposit will be made with the Utilities Clerk prior to service being connected. The deposit will remain with the City until such time as a written request by the depositor is made and received by the City notifying the City to disconnect service. When the request for disconnect of services is received by the City, the Utilities Clerk shall notify the City Clerk of disconnection and request refund of deposit. Any usage of the utilities made prior to the deposit will result in immediate disconnect until such time as the deposit and penalty for unauthorized usage is made with the Utilities Clerk.

#### Section 700.080 – Billing Procedure

- A. The Utilities Clerk shall render a monthly bill to each utility customer for their utility service.
1. Each customer shall monthly be billed for utility services, in writing.
  2. Every property owner shall be responsible for any amount due for and relating to utility service for all meters on such property served by the City Utilities, including any amount left unpaid by any tenant of the property. Further, where the property owner fails to pay such amount or any other amount due for and relating to utility service for their property, the City may refuse to provide City Water service to the property with the delinquent charge even in the name of a subsequent tenant or new owner of the property.
  3. Any person who does not pay any amount due for and relating to utility service within twenty-five (25) calendar days of the date of billing shall be subject to disconnection of services as is provided for in Section 700.130.

#### SIGNATURE

APPLICANT has read and agrees to comply with all applicable code and ordinances of the City of Gerald. APPLICANT certifies the information submitted is accurate. APPLICANT understands that the security deposit, if necessary, made when the Connection application was received by City Hall will be applied and a refund or final bill will be given. APPLICANT understands that a final bill or refund check may not be mailed for six to eight weeks after disconnection. APPLICANT agrees to pay any remaining balance after deposit is applied, if necessary.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Applicant

\_\_\_\_\_  
Date