

Utility Billing Policy

New Accounts:

Valid ID and proof of ownership / rental agreement / deposit slip is required before service can be established.

Deposits:

\$150.00 for Property Owner

\$300.00 for Tenant / Lessee

The City may, at its opinion, require an additional deposit of \$150.00 for any account after the 2nd disconnect of services. Additional deposits shall be paid before service is reconnected, deposits will be held until service is terminated.

Rates:

Water Inside City Limits:	\$40.00 per Month (includes 2000 gallons) Overage Rate: \$0.00225 per gallon (1000 gallons = \$2.25)
Sewer Inside City Limits:	\$15.00 per Month (includes 2000 gallons) Overage Rate: \$0.008 per gallon (1000 gallons = \$8.00)
Water Outside City Limits:	\$45.00 per Month (includes 2000 gallons) Overage Rate: \$0.004 per gallon (1000 gallons = \$4.00)
Trash Service Inside City Limits:	\$13.00 per polycart

Acceptable Forms of Payment:

Cash

Check / Money Order

Credit Cards – Online and in person, fees apply.

ACH Bank Draft – On the 15th or the first business day after.

Returned Checks

When a customer has a check returned to the City, the customer must pay the amount of the check plus a \$20.00 returned check fee. If a customer has had a history of returned checks to the City, all check payments will be refused (this includes all checks on behalf of the account, regardless of who the check is from).

Penalties, Delinquencies and Discontinuance of Service:

A penalty of \$25.00 will be assessed for all payments made after the posted due date. If the bill remains unpaid, service will be disconnected on or after the 1st of the month, notice of disconnection is on the monthly bill, we do not mail separate notices. The City of Seligman does not accept the responsibility of an undelivered notice. If service is disconnected for delinquency, all delinquent amounts PLUS all new charges will be due in order for service to be reconnected. Services will not be reconnected at any time until the full account balance is paid. If payment is not received within 7 days of the disconnect date, the account will be closed, and the deposit applied. To re-establish service, all past due amounts left outstanding must be paid and a new deposit will be required. (see 'Deposit' policy above). Service is

disconnected for the following reasons: payments not received, insufficient funds on a check written in order to keep water service, customers on the disconnect list that have not paid by the specified time, customers request and moving leaving no forwarding address. This list is not all inclusive; there may be other criteria that warrant utility disconnection.

Utility Accounts:

Anyone living at the residence over the age of 18 must be listed on the utility account. You cannot open an account for someone else. A landlord has the option to open an account in the landlords name for the renter; however the owner becomes responsible for the bill.

Construction Account:

All utility charges are paid at the time of receiving a building permit. These items include: building permit, water deposit, water meter set, sewer tap and street cut if it applies. Construction accounts are charged water and primacy. When the sewer tap is done the account is then charged sewer. When a property is occupied, then all charges are applied to the account.

Transfer Accounts:

The balance must be paid in full on the current account before a transfer can be completed. There will be an additional final bill on the current account even after the balance is paid. If the final bill is not paid by the 15th of the month, the balance and late fees will be transferred to the new account.

Rental Accounts:

Landlords are required to provide written permission or rent documentation advising the City of Seligman of the tenants. Acceptable documentation shall include deposit receipts, first month rent receipts, rental agreements. This list is not all inclusive; there may be other documentation that is acceptable.

Landlords are required to establish service for cleaning, all account balances must be paid before service will be transferred to a new tenant.

Leak Credit:

A leak credit is only given once per every 12 months as stated in the ordinance. The City must verify the leak is fixed prior to any leak credit. Leak credits are based on an average of 3 months usage prior to the leak and are for sewer services only. Leak credits are given only when requested.

Name Changes:

A name can be added to an account by having the original customer fill out a new account form and adding the new person on the application. If the added person owes a past due amount, the past due account will need to be paid immediately and the deposit brought up to date.