

CITY OF SWAINSBORO

WATER DEPARTMENT POLICIES

EFFECTIVE JUNE 4, 2007

APPLICATION

- 1 Applicants must be at least 18 years of age, unless the applicant is married or not living with parents or guardian
2. An applicant who signs the application must have proper ID and provide a valid Social Security number.
If applicant can not produce a Social Security number the Deposit will be doubled.
3. An applicant must show proof of residency. (Lease agreement, rent receipt, payment receipt, with the applicants' name and water service address included)
4. An applicant must pay any delinquent accounts before a new account can be established. Note: Any landlord wishing to establish a water account for a tenant must give the name of the tenant and pay any delinquent account incurred by tenant.
5. A deposit of \$100 is required.
- 6 Accounts established after 4:00 p.m. will be turned on the next working day

CHECKS

- 7 The city has the right to call and verify any checks presented to the city for payment.
- 8 The city does not accept any two party checks.
9. There will be a \$45 charge on all returned checks, and the water will be cut off immediately. (Note: If two checks are returned for insufficient funds, City Hall will refuse to take anymore checks from that customer for a period of twelve months).

TRANSFERS

- 10 A transfer fee of \$25 must be paid in advance before a service can be relocated.
A widow/widower may have his/her deceased spouse's deposit transferred to his/her name. (No charge)
11. Any customer transferring water from one location to another agrees to also transfer all outstanding account balances from any previous location to the established account at the new location. These balances will also be subject to all cutoff polices if not paid by the 25th of month transferred.

NEW CONSTRUCTION

12. A building permit must be presented in order to apply for new water service (New construction only, business or residential)
13. Only one service per meter, business or residential (Example: Duplex apartments must have two meters).

WELLS

14. Any customer owning a deep well and using city sewage, whether on city water or not, will pay a minimum sewage charge of \$21.63. If a customer has city water, it is charged at regular rate.

CUTOFFS

15. Any customer requesting water service to be cut off must come to City Hall and sign a cut-off fen or submit a written request to have the service discontinued. If a customer fails to do this, the customer will be responsible for the water used until the service is cut off by the city.

DELINQUENT ACCOUNTS

16. Any account not paid in full by the 25th of the month (by 4:30 p.m. inside or 5:00 p.m. in the drop box) will be charged a late fee of \$45. Note: This is a late charge, not a re-connection fee.
17. Any delinquent account paid after 4:00 p.m. will be turned back on the next working day.
18. If it is evident that anyone with a delinquent account resides in the same residence as someone applying for water service, the delinquent account must be paid before a new service is turned on.
19. Accounts not paid by the 25th of the month will be locked off.
20. Emergency cut-on after hours will be charged an additional fee of \$75.

City Hall hours—Monday-Friday 9:00 a.m. until 4:30 p.m.



US HWY 80

US HWY 80

EXAMPLE ONLY

This Form Must Be Filled Out At City Hall



CHARLES SCHWABE
MAYOR

P. O. Box 600
Swainsboro, Georgia 30401

City Hall: (478) 237-7025
Fax: (478) 237-3358

WATER APPLICATION

Name:	
Social Security Number	Telephone Number (home)
Service Address	Mailing Address
Town State Zip	Town State Zip
Your Employer	
Employer Address	Employer Phone Number
Spouse or Roommate Name	Spouse Social Security Number
Spouse or Roommate Employer	Spouse Employer Phone Number
Spouse Employer Address	
Name of All Other Residents (living in House)	Name of Closest Relative (not living in house)
	Address Town State Zip
	Telephone Number
Any Previous Service Location	How Long
Is Property Being Rented	Landlords Name
Landlords Address	
<p><i>All delinquent accounts will be turned over for collections. By signing this application you are agreeing to pay all costs associated with that collection.</i></p> <p>Signature of Applicant: _____</p>	