

Utility Application Instructions

Attached, please find the customer account application required for water, wastewater, storm water & sanitation service. Please complete and return only the first page of the application. We require a copy of an identification card such as a state driver's license for any person listed as an account applicant.

The meter deposit must be paid prior to service being turned on (transferred/switched to new name) but can be paid when the application is returned or it can be paid online with a credit or debit card at www.invoicecloud.com/oxfordin. Please note that there is an electronic transaction charge if the deposit is paid online. Cash and check at the time of application are also accepted.

If payment is made online and the application is returned electronically, we appreciate an in-person visit from the new account holder(s) so that we may review services and policies.

Please let me know if you have any questions or need any additional information.

Thank you,

Christie Hale

Oxford Clerk Treasurer

765-385-2150

oxfordct@sbcglobal.net

APPLICATION FOR MUNICIPAL UTILITY SERVICE

TOWN OF OXFORD · 105 S HOWARD STREET · OXFORD, INDIANA 47971 · (765) 385-2150

OFFICE USE ONLY:		
Acct # _____	W/O # _____	Cust.Type _____
1Res, 2Com, 3Ind, 4Gvt, 5MultiFam, 6Fire, 7Out, 8Ed, 9Church		
Service(s) Wat _____	WWat _____	SW _____ Sanit _____
Deposit Receipt # _____	Dep. Amt. _____	Dep date _____
Transfer dep from address _____	acct # _____	

Copy of Photo State ID Required (Ap#1)
State _____ I.D.# _____
Exp. _____ DOB _____

Copy of Photo State ID Required (Ap#2)
State _____ I.D.# _____
Exp. _____ DOB _____
Optional

Incomplete Applications Will Not Be Accepted

Full Name _____ Employer _____
Last First Initial

Optional Secondary Applicant's Name _____ Employer _____

Service Address _____ Oxford, IN 47971

Mailing Address (if different) _____

Phone # _____ Work # _____ Cell # _____

Owner or Landlord _____ Owner Occp Rental/Lease

Two Relatives/References NOT Living With the Applicant: (Must Live at Different Households)

Nearest Relative _____ Relationship _____ Phone _____

Address _____ City _____ State _____ Zip _____

Other Reference _____ Relationship _____ Phone _____

Address _____ City _____ State _____ Zip _____

Meter Deposit \$90.00

Reconnect Fee \$25.00 **After Hours Reconnect \$50.00**

PAYMENT - The applicant agrees to pay monthly for the utility services rendered by the Town of Oxford. Services generally include water, wastewater, sanitation and storm water. Water bills are printed and mailed on the 15th of each month for the water used the prior month. A \$25.00 fee will be charged on Non-sufficient fund checks

DELINQUENCY - Bills are always due the 5th of the following month. A 10% Penalty is added if the account is paid after the due date. Service will be disconnected if not paid two weeks after the due date. In order to restore service the customers must bring current all delinquent charges. In addition, the Town will charge a reconnection fee.

SECURITY DEPOSIT - The applicant is required to pay a deposit. It is agreed by the applicant that the deposit is not considered as prepayment of any bill. Unpaid accounts will be considered delinquent notwithstanding the existence of a security deposit. The Town may apply the amount of the security deposit to the applicant's final bill and any balance remaining will be refunded to the applicant.

REASONABLE ACCESS - The applicant shall permit the Town's authorized representatives to enter onto the customer's premises at all reasonable times for purposes connected with rendering, billing, or disconnecting utility services. Services may be terminated if reasonable access is not permitted.

TERMINATION OF SERVICE - The applicant agrees to be responsible for the payment of utility charges incurred at these premises until their responsibility is terminated in one of the following ways:

1. By mutual agreement evidenced in writing and signed by the Town and the applicant.
2. By a two day written notice from the customer to have services disconnected and the Town physically terminating the service.
3. By the proper assumption of the payment responsibility by a party acceptable to the Town and upon completion of an application for service by the other party.

The applicant warrants that all the information provided by them in this application is true and correct and understands that false and misleading information shall be cause for the Town to deny or cancel service and demand immediate payment of any amounts which are due.

 Applicant's Signature Date 2nd Applicant's Signature Date Town of Oxford Representative Date

_____(initials) **Confirmation: I am aware that delinquency notices will be provided to the property owner monthly.**

Email address: _____

DISCONTINUATION OF MUNICIPAL UTILITY SERVICE

CUSTOMER NAME _____ ACCOUNT # _____

REQUEST FOR DISCONTINUANCE OF SERVICE AS OF (DATE) _____

FOR FINAL BILL AND/OR DEPOSIT REFUND:

Forwarding Address _____

Disconnection Certification for **non-owner occupied** property

I, _____, hereby certify that I am the service account owner but not the property owner of the above service account and that I have advised the property owner of my intention to discontinue services provided by the Oxford Municipal Utilities to said property, and further that I shall save, indemnify and hold harmless the Oxford Municipal Utility from all issue arising from discontinuance of any or all service(s).

Signed _____ Date _____
Service Account Owner

Disconnection Certification for **owner occupied** property

I, _____, hereby certify that I am the owner of the above service account and the property served; it is my intention to discontinue said services, and further that I shall save, indemnify and hold harmless the Oxford Municipal Utility from all issue arising from discontinuance of any or all service(s).

Signed _____ Date _____
Service Account/Property Owner

OFFICE USE ONLY:

Work Order # _____

Account balance at time of disconnect request \$ _____

Deposit Amount _____ Date _____ Refunded Transferred Applied

LRabstowntownofoxford-03/13