



City of San Luis
 Billing and Collections Department
 1090 E Union Street - San Luis, AZ 85349
 Phone (928) 341-8570 Email: billing@sanluisaz.gov

Service Application Contract - Residential (Owner)

Name: _____
Last Name First Name M.I

Social Security V _____ Driver's License or ID V _____ State: _____

Phone Number: _____ Email: _____

Co-Applicant: _____
Last Name First Name M.I

Social Security V _____ Driver's License or ID V _____ State: _____

Phone Number: _____ Email: _____

Service Address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code _____

Account Type: All Services Water Only Service Start Date: _____

Customer Acknowledgement
Please read and initial

- _____ An update of name to the contract will have a \$40.00 charge except for updating mailing address.
- _____ Bills are generated and delivered within the first week of the month and are due on the 28th of each month. As result any payments received after the 28th will have a penalty charge of 10% of water consumption.
- _____ Failure to receive a utility bill or notice will not excuse account holder from full and timely payment for services provided.
- _____ If a Water Service Disconnection Noticed must be produced, a \$10.00 fee will be added to the account to defray the cost of producing and deliviering the notice.
- _____ If past due balance is not paid by the shut-off date, a \$40.00 fee will be assessed to the account.
- _____ Water meters shall only be re-opened by an authorized city employee. Unauthorized reactivation of water services will result in a meter tampering fee of \$200.00 charged to the account.
- _____ It is the customer's responsibility to submit a Service Cancellation Form once services are no longer needed.
- _____ The City may elect to assign any and all utility accounts considered delinquent with unpaid charges, fees, or assessments to a collection agency.

Deposit Guarantee

_____ There shall be a minimum deposit on all new accounts. However, bill may be guaranteed in writing by the property owner as a one-time waiver for required deposit. If a bill is guaranteed in writing and service has been disconnected due to non-payment, a security deposit shall be collected upon re-establishment of service.

Applicant Signature Date

Co-Applicant Signature Date

Office Use Only

Account Number: _____
 Meter Number: _____
 Subdivision Name: _____
 Lot Number: _____
 Work Order Number: _____

Establishment Fee:	
Garbage Surcharge:	
Deposit:	
Other:	
TOTAL:	

City Employee

Date