



# CITY OF SAN LUIS BILLING & COLLECTIONS DIVISION

(Water-Sewer-Garbage Services)

## NEW CONTRACT

Full Name: \_\_\_\_\_  
Last First M.I.

Other Name (Spouse, Company): \_\_\_\_\_  
Last First M.I.

Service Address: \_\_\_\_\_  
Lot#/Block Subdivision

Mailing Address: \_\_\_\_\_  
City State Zip

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Social Security/EIN: \_\_\_\_\_ Name of Property Owner \_\_\_\_\_

Acct.: \_\_\_\_\_ Meter #: \_\_\_\_\_  Water Only  All Services

		Notes/Descriptions
ESTABLISHMENT FEE:		
GARBAGE SURCHARGE:		
DEPOSIT:		
OTHER:		
ESTABLISHMENT FEE:		

**TOTAL:**

RESIDENTIAL DEPOSIT:	\$200.00	RECONNECT FEE <b>before</b> 5 PM:	\$30.00
COMMERCIAL DEPOSIT:	\$500-\$3500	RECONNECT FEE <b>after</b> 5 PM:	\$40.00
GADSDEN DEPOSIT:	\$150.00	ESTABLISHMENT FEE <b>before</b> 5 PM:	\$33.00
SEWER RESIDENTIAL:	\$40.00	ENVIRONMENTAL FEE:	\$0.50
SEWER SENIOR:	\$20.23	ESTABLISHMENT FEE <b>after</b> 5 PM:	\$39.00
GARBAGE RESIDENTIAL:	\$18.34	FIRE HYDRANT FEE:	\$35.00
GARBAGE SENIOR:	\$8.15	GARBAGE SURCHARGE:	\$120.00

\* The bill is printed and sent on a monthly basis on the first week of the month and due on the 28th\*

\*Payments after the 28<sup>th</sup> will have a penalty charge of 10% of water consumption.\*

\*A change of name to the contract will have a \$33.00 charge except mailing address.\*

\*Should all or any portion of a bill which is 45 days outstanding remain unpaid, on the 15<sup>th</sup> day of the following month, a disconnect notice will be delivered to physical address as a reminder and that service will be discontinued after five business days of date of notice if payment is not received.

\*\*\*All customers need to request termination of account if services will no longer be needed at property. The city will then close account and services, and customer can avoid unnecessary charges to account. Tenant customer should request services be terminated as soon as property is vacated to have account properly charged and deposit properly applied to account or refunded to customer.\*\*\*

Work Order #

P.O. BOX 3750 | 1090 E UNION ST | SAN LUIS, AZ 85349 | PHONE (928) 341-8570 | FAX (928) 341-8549

Office Hours: Monday ~ Thursday 7:00am ~6:00pm

[www.cityofsanluis.org](http://www.cityofsanluis.org) or [www.xpressbillpay.com](http://www.xpressbillpay.com)



# CITY OF SAN LUIS BILLING & COLLECTIONS DIVISION

(Water-Sewer-Garbage Services)

## **Ordinance 314**

SECTION 1: Section 11-2-2 (B) Payment of Bills shall be amended to read as follows:

*(B) All or any portion of the bill provided for in Subsection A of this Section not paid on due date of the month the bill is mailed or presented shall be subject to a late charge of ten percent. Should all or any portion of a bill which is outstanding remain unpaid on the 15th day of the following month, a courtesy disconnect notice will be delivered to the property stating that the bill is outstanding and payment must be made within five calendar days from date of notice. Should all or any portion of a bill which is outstanding remain unpaid five days after the aforesaid courtesy notice, a disconnect notice will be delivered to the property and that service will be discontinued pursuant to procedures set forth in subsection D below unless the City Manager, for good cause, grants an extension of time. Failure to receive a utility bill or any notice is provided hereinabove will not excuse the account holder or any person otherwise responsible for payment from full and timely payment for services rendered.*

SECTION 2: Section 11-2-4 Application for Service and Payment Responsibility, subparts C and D, shall be amended to read as follows:

*(C) In all cases where water service or wastewater service is used on any premises, and the payment thereof is guaranteed by the property owner or his or her agent, such must pay the full amount due for service to the property. If a previous occupant or customer failed to pay the charges incurred in full, and said payment was not guaranteed by the property owner, a deposit will be required for the re-establishment of service to the property, unless the property owner has guaranteed payment.*

*(D) The city may elect to assign any and all utility accounts considered delinquent with unpaid charges, fees, or assessments to a collection agency or attorney to collect, in addition to the disconnection of any and all services.*

SECTION 3: Section 11-3-1 Deposit Required shall be amended to read as follows:

*(A) There shall be a minimum deposit on all new accounts for water service and all accounts that are being re-established after discontinuance for non-payment, said amount as may be set by resolution of City Council for each unit of service. The bill may be guaranteed in writing by the property owner on behalf of their account or another consumer for rental properties as a one time waiver for required deposit. On all rental properties with deposits, it shall be maintained by the City until the account is closed or terminated.*

*(B) If a bill is guaranteed in writing by the property owner, or an account is established, where the customer is the actual owner of the property, and service has been disconnected due to non-payment, a security deposit shall be collected upon establishment or re-establishment of service. Deposits shall be non-interest bearing. On such accounts, the customer may request that said deposit(s) be refunded when the subject utility account has been paid in full by the due for twelve consecutive billing periods. Refunds of deposits will be applied to said account on the next billing cycle.*

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**City Employee**

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**Customer (Property Owner/Agent)**

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**Date**

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**Customer (Deposit/Tenant/s)**