



Application and Agreement for Water, Sewer & Trash Services

TENANT

Commercial Residential

Service Address _____

Complete this form in full. All fields are required.

Occupancy begins _____

Tenant Information

Owner Information

Name _____

Mailing address _____

Email address _____

Contact phone _____

Emergency phone _____

Name _____

Mailing address _____

Email address _____

Contact phone _____

Emergency phone _____

Payments received after the 10th of each month will be assessed a \$5 late fee which will appear on the next months bill associated with this address. **No new applications will be approved for any party that has an unpaid utility balance with the City of Donnelly.**

A \$50 service fee is assessed to have the water service turned on or shut off. Utility improvement rates will continue to be assessed. If Services are shut off for non-payment, services will not be restored until a fee of \$50 and all delinquent charges for water , sewer, and/or trash services **are paid in full**. Please allow up to two (2) business days to process your request.

If you move, alert the office of your last day of occupancy. Contact this office at 208-325-8859 or email lclemens@cityofdonnelly.org and reference your physical address in the subject line. A final bill will be created through the end of the month in which your tenancy ends. The final bill will not be pro-rated. You agree to alert this office if any of your contact information changes.

Report all water/sewer/trash problems promptly to City Hall for resolution.

I HEREBY certify that I am the primary tenant at the referenced address and I have full authority to apply for and accept the services as stated, subject to the rules and regulations as adopted under Title 13 of the Donnelly City Code. I understand it is my responsibility to notify the City of any changes to this utility account, including vacancy, changes in use, or tenancy in order to allow a final meter read. I further understand that I will be held responsible for any charges incurred related to this utility account as a primary Tenant of the above referenced property.

Tenant Signature _____ Date _____

Tenant Signature _____ Date _____

Please return this completed form to Donnelly City Hall P.O. Box 725 Donnelly, ID 83615 or return to City Hall in person.

YOU CAN PAY YOUR BILLS ONLINE! Visit www.cityofdonnelly.org

Please reference this number when submitting payment.

Your utility account number is: _____

NOTES _____

