

City of Flagler Beach
APPLICATION FOR UTILITY SERVICES



PLEASE RETURN THIS APPLICATION AND ALL REQUESTED DOCUMENTATION TO THE UTILITY BILLING DEPARTMENT LOCATED AT 116 SOUTH 3RD STREET OR VIA EMAIL UB@CITYOFFLAGLERBEACH.COM

IF YOU NEED TO CONFIRM THE CITY OF FLAGLER BEACH PROVIDES UTILITY SERVICES TO YOUR PROPERTY ADDRESS, PLEASE CALL OUR OFFICE AT 386-517-2000 AND PRESS 1

FOR UPDATED INFORMATION ON COSTS FOR WATER, SEWER, STORMWATER AND SANITATION FEES, PLEASE REFERENCE RECENT RATE SCHEDULE. INFORMATIONAL BROCHURES ON UTILITIES, SANITATION AND RECYCLING ARE **AVAILABLE AT WWW.CITYOFFLAGLERBEACH.COM**

ALL APPLICANTS: Driver's License or State ID Required or United States Passport required. If you are applying on behalf of a business, please provide a copy of your government ID, proof of business/Articles of Incorporation.

FOR PROPERTY OWNERS: Please provide a copy of your deed or closing documents. There is a refundable deposit based on meter size at the property, plus a one-time account maintenance fee (non-refundable). You can pay by check, cash or card. *All card payments have a 2.5% convenience fee

FOR RENTERS: Please provide a copy of your executed lease. There is a refundable deposit based on the meter size at the property, plus a one-time account maintenance fee (non-refundable). You can pay by check, cash or card. *All card payments have a 2.5% convenience fee

AUTOMATIC DRAFT OPTION: Our office offers an auto-draft payment option. Your bill will say "Auto-Draft, Do Not Pay" and the amount due will be drafted from your bank account on the due date each month. To enroll, please complete the Automatic Draft Authorization Form online or in person and return it to Utility Billing.

***MULTIPLE METER DEPOSITS:** If the property you are renting/purchasing has multiple meters, you are required per City Ordinance Sec. 5.03.22. to set up accounts for each meter and pay a deposit for each account.

FINAL READS: If you are moving in or moving out, a final read work order will need to be placed on the water meter at the property to transfer services and to calculate a final bill. Final reads can only be placed on the property by the current owner or owner's representative (i.e., real estate property manager), current tenant, new owner or new owner's representative (i.e., real estate property manager) (deed or closing documents must be provided) or new tenant (lease or rental agreement must be provided). If you are moving and are requesting a final read, a forwarding address must be provided when scheduling a Final Read for your Final Bill.



APPLICATION FOR UTILITY SERVICES

PLEASE COMPLETE AND RETURN TO THE UTILITY BILLING DEPARTMENT

Are you applying for services via email? **YES NO**

If yes, please submit all requested documentation and a member of our Utility Department will reach out to you via the telephone number you provided to process your deposit payment.

SELECT ONE: Property Owner: _____ Renter: _____

ADDRESS OF NEW SERVICE: _____

NAME OF APPLICANT OR BUSINESS: _____

PLEASE NOTE: The applicant(s) name MUST match those listed on the deed or lease.

SOCIAL SECURITY NUMBER (Residential): _____ - _____ - _____ **DATE OF BIRTH:** ____/____/____

TAXPAYER ID NUMBER (Business): _____

MAILING ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE #: (_____) _____ **SECONDARY PHONE #:** (_____) _____

EMAIL: _____ **Paperless Billing: YES NO**

PLEASE NOTE: When signing up for paperless billing, your bills will come from a company called "BS&A." These emails can sometimes be sent to your junk/spam file. If you do not see your bill, please check there first.

I (applicant) hereby request the City of Flagler Beach to provide utility services to the above location. I agree to pay all charges for services rendered as a result of this request. I understand and agree that failure to pay any amount due to the City can result in termination of services and legal action for the collection of such sums plus penalties, interest, legal expenses and administration fees.

Printed Name: _____ **Date:** _____

Signature: _____

FOR UTILITY BILLING DEPARTMENT USE ONLY

Multiple meter deposits for this property? **YES NO** If Yes, Number of Units: _____

List Unit Numbers: _____

METER DEPOSIT	\$	(REFUNDABLE)	FINAL READ DATE:
ACCT MAINT. FEE	\$ 25.00	(NON-REFUNDABLE)	
DEPOSIT TRANSFER-ACCT #		(IF APPLICABLE FROM PREVIOUS ACCOUNT IN FLAGLER BEACH)	FINAL READ:
TOTAL DEPOSIT DUE	\$	(TOTAL BALANCE DUE AT ACCOUNT ACTIVATION)	

RECEIVED BY: _____ **DATE:** _____