

CUSTOMER ACCOUNT NUMBER: _____

Application for **Commercial** Water and Sewer Service with the
El Dorado Water and Sewer Utilities

Instructions: Thank you for choosing El Dorado, the home of the El Dorado Promise! To speed up your processing, please fill out this form before going to the service application counter.

Requirements to open an account: To open a commercial account: 1) you must be authorized to legally obligate the business, 2) the business is (or will be) the legal occupant at the address where service is to be established (the service address), 3) the business is legally authorized to do business in Arkansas and 4) the business agrees to the service agreement at the bottom of this form.

We require a security deposit up front. This deposit is required before service is connected. This is normally done at the conclusion of your application session. **Please note:** if the business has any outstanding debts with the Utility, you will be required to pay them in full before service is connected.

If you desire to do any account business other than in person, such as over the phone, please provide an account security authorization password. As a matter of identity security, we will not knowingly give out private account information or respond to other requests unless we are confident that the person we are dealing with is the account holder or his authorized representative.

Please have in your possession:

1. Documents proving the existence of the business.
2. Your picture ID that has a signature and date of birth.
2. Documents proving that you are authorized to legally obligate the business.
3. The business's tax ID document.
4. Documents proving that the business is the legal occupant such as the lease agreement or ownership papers.

Location where service is desired: _____

Date and time service connection desired: _____. Note: No one has to be present when the water is turned on, but we will not leave water running in an unoccupied address.

Business name: _____

Phone number: _____ home work cell fax Phone number: _____ home work cell fax

Mailing address (if different from service address): _____

If renting or leasing, please provide property owner information.

Name: _____ Phone number: _____

PRINTED NAME

POSITION

SERVICE AGREEMENT: On behalf of the business, I hereby make application for water and sewer service to be supplied at the address herein described and hereby legally obligate the business to pay for this service in accordance with the rates of El Dorado Water Utilities, which are approved by the proper Regulatory Authorities. It is also understood and agreed that the Utility may require from the business, as security for payment for service, a cash deposit of such amount as it may deem needed for its protection. The Utility reserves the right to require, at its option, an increase of such cash deposit in the event that the level of consumption or payment history warrants it. Such cash deposit will be refunded in full upon discontinuance of service provided all bills owing said Utility for service have been paid in full. The Utility reserves the right to discontinue service without further notice in the event that payment for service has not been received within thirty days from date of bill for such service.

The business further understands and agrees:

Responsibility for properly connecting the service line to the meter and maintaining the line from the meter to the business is its responsibility.

The meter box and lid with everything in it are the property of the Utility and are to be accessed only by the Utility. The business will report serviceability problems, such as improperly seated boxes and water leaks at the box promptly to the Utility for their correction at their expense. The business understands that it is responsible for damage to the Utility property and if this damage is caused by illegal activity, the business will file the appropriate reports with the police and will provide a copy of such reports to the Utility at its request.

The meter shall remain fully accessible to Utility employees at all times and the business could be charged a service fee if the Utility has to make multiple trips to the service location to access the meter.

A service charge will be applied to the account if the business requests a service call and the Utility can find nothing wrong with the service connection or meter reading.

Responsibility for keeping the Utility current on the account mailing address, contact information and account security authorization password rests with the business.

The business understands the Utility will not turn on service when no one is at the service address and water passes through the meter. In addition, the business understands that it may be charged a service fee for repeated trips to connect its service under these circumstances. The business is responsible to have someone at the service location when it requests service to be restored or will ensure that all faucets are shut off and leaks fixed.

The business will not hold the Utility responsible for non-receipt of bills or other mail as long as the Utility is using the mailing address of record.

I have received the Utility welcome brochure and have been briefed on the approximate day to expect the monthly bills. The water and sewer rates and any other questions have been explained to my satisfaction. I understand the billing cycle and how and when the bill may become delinquent, the late penalty charges and how the service may be disconnected. I understand how the final bill will be calculated in the event the business closes its account or transfer to another account and that this bill may be substantially higher than normal. I have received a copy of this form.

SIGNATURE: _____

PRINTED NAME:

POSITION:

DATE:
