

**Residential Application for Service**

**City of Leitchfield/Utilities**

**515 S Main St. Unit A**

**Leitchfield, KY 42754**

**Ph 270-259-4034 – Fax 270-259-5858**

SERVICE REQUEST (CHECK ALL THAT APPLY)

**Application for Water Service**

- Existing Service Connection (Existing Water Meter) or
- New Service Connection (New Water Tap Required)

**Application for Sewer Service**

- Existing Service Connection (Existing Sewer Tap) or
- New Service Connection (New Sewer Tap Required)
- Sewer Service Not Required (Connection to Septic Tank)

**Application for Natural Gas Service**

- Existing Service Connection (Existing Natural Gas Tap) or
- New Service Connection (New Natural Gas Tap Required)

**Required Deposit Due with Application: Water (\$100.00) \_\_\_ : Gas (125.00) \_\_\_ Cash or Check**

Customer & Spouse Name: \_\_\_\_\_

Phone: \_\_\_\_\_; Cell: \_\_\_\_\_; Social Security # \_\_\_\_\_

Service Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Billing Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Have you or any member of your household had service with us before? \_\_\_\_\_

If yes, at what location? \_\_\_\_\_

Date to Start Service: \_\_\_\_\_ As Soon As Possible or \_\_\_\_\_ After Hours (\$100) or  
\_\_\_\_\_ Other: \_\_\_\_\_

**IF RENTING, NAME/PHONE OR LANDLORD (Attach Lease/Rent Agreement, if any):**

Landlord Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**SPOUSE/OCCUPANT INFORMATION (See back of application/All adult occupants must be listed):**

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

**EMERGENCY CONTACT PERSON:**

Name: \_\_\_\_\_ PHONE (Not Service Address) : \_\_\_\_\_ Cell: \_\_\_\_\_

\*The City of Leitchfield is not responsible for any damage incurred at time of water connection due to open faucets or water lines or damage incurred due to the providing of natural gas service. It is agreed that by submitting this application for service, the information contained herein is true and correct and the customer has reviewed the City of Leitchfield/Utilities Rules, Regulations & Ordinances and agrees to abide by and comply with these Rules, Regulations and Ordinances as its utility customer. THIS APPLICATION IS SUBJECT TO ADDITIONAL TERMS AND CONDITIONS SET OUT ON THE BACK OF THE APPLICATION.

|                          |                      |       |
|--------------------------|----------------------|-------|
| _____                    | _____                | _____ |
| Printed Name of Customer | Customer Signature   | Date  |
| _____                    | _____                | _____ |
| Printed Name of Customer | Customer Signature   | Date  |
| _____                    | _____                | _____ |
| Printed Name of Landlord | Landlord's Signature | Date  |

**Office Use Only:**

## **BILLINGS; PENALTIES FOR LATE PAYMENT**

(A) Whenever rates and charges remain unpaid for 15 days after the same shall become due and payable, the property and the owner thereof, as well as the user of the services and facilities, shall be delinquent until such time as all such rates and charges are fully paid. The city shall have the right to shut off and discontinue utility service to all delinquent customers whose bill remain unpaid 15 days after the due date, and the city shall have the right not to restore service to any delinquent customer until all delinquent charges, including penalty charges, as set by the Utilities Commission, plus a disconnection and reconnection charge, as set by the Utilities Commission, for each meter have been paid in full.

(B) All bills shall be rendered at least monthly as determined by the Utilities Commission and shall be due as determined by the Utilities Commission and mailed to the address on file.

(C) The Utilities Commission shall set a penalty amount for late payment.

(D) If the customer is not property owner but instead is renting or leasing the premises to which city utilities are provided, then the city's normal and customary late notice/cutoff notice shall be sent to the customer as well as the property owner at the address on file with the city. The property owner shall have the right and authority date of the late notice/cutoff notice without obtaining the approval of the customer. Provided, however, the failure of the city to terminate utility service as ordered by the property owner shall not relieve the property owner for liability for the accrued delinquent utility charges.

## **UNIFIED UTILITY BILLS; PROCEDURE TO DISCONNECT FOR NON-PAYMENT**

(A) The billing for solid waste collection service and water, sewer and/or gas utility services shall be consolidated and itemized on a single periodic billing by the Utilities Commission.

(B) Non-payment of any portion of the services billed on the consolidated billing shall constitute delinquency in the payment of the entire consolidated billing by the person or entity responsible for such payment and shall result in the termination of all utility services provided by the city pursuant to the terms of utility disconnection policy established by the Utilities Commission.

## **FINAL BILLS**

All final bills for utility customers are due three (3) days from the date of mailing by City/Utilities.