



320 N. Louisville Street
P.O. Box 99
Harlem, GA 30814
www.harlemga.org
1-706-556-3448
Fax: 1- 706-556-0604

WATER CONTRACT

RULES AND REGULATIONS PER CITY ORDINANCE RELATING TO WATER BILLING

1. Bills are mailed out the last working day of each month. Customers not receiving bills by the 3rd business day of the month should contact City Hall (556-3448). You are responsible for bills not received as per ordinance.
2. Bills are due and payable upon receipt. Failure to pay before **5:00 pm** on the **15th** day of the month will incur a 10% penalty. If accounts are not paid in full by the 25th, the account is subject to disconnection. You will be required to pay the total bill in full plus a \$50.00 delinquent account processing fee. **NO SECOND NOTICE WILL BE GIVEN!**
3. All new accounts are required to pay a deposit and set-up fee. Transfer of service will be a fee of \$25.00. Deposits may be applied back to the account after 18 months of timely payments or closure of the account. Set-up fees are non-refundable.
4. Garbage will be picked up on Monday or Tuesday depending on location. A 90-gallon garbage can and a small recycle bin are provided for your use and should be placed at curbside before 6 A.M. on your designated day.
5. A \$35.00 service charge is added to all returned checks. Returned checks need to be picked up with cash or money order.
6. The City of Harlem is not responsible for any water loss after water has been turned on at customer's request. Customer should make arrangements to be present at the time water service is connected, but is not mandatory. The customer is responsible for any water loss due to a leak/ break on the customer's side.
7. Tampering with the meter is in violation of Ordinance #307. This will result in up to a \$500 fine and/or legal action.

I HAVE READ THE ABOVE RULES AND REGULATIONS RELATING TO THE WATER & SEWER ORDINANCE.

CUSTOMER SIGNATURE _____

CUSTOMER NAME (print) _____

LIST OCCUPANT'S NAMES _____

SOCIAL SECURITY # FOR ALL OCCUPANT'S ON CONTRACT:

STREET ADDRESS _____ ACCOUNT NO _____

MAILING ADDRESS _____

TELEPHONE NUMBER _____ DATE _____

PLACE OF EMPLOYMENT _____ BIRTHDATE _____

WORK PHONE NUMBER _____ E-MAIL _____

BANK DRAFT YES _____ NO _____ ANYONE HAVE PRIOR SERVICE WITH THE CITY? YES _____ NO _____