



**APPLICATION FOR WATER/SEWER
SERVICE AND CONTRACT**
55 TRINITY AVENUE, SUITE 1650, ATLANTA, GA 30303

By acceptance of service, the Owner (and Tenant if applicable) understands that he/she must comply with all policies of the City of Atlanta ("City") Department of Watershed Management ("Department") and all ordinances pertaining to water and sewer services as described in the City of Atlanta Code of Ordinances, and all other local, state, and federal laws. Please note the following:

- If the application is signed by an authorized agent, the account will remain in the name of the Owner. The Owner/Tenant/Occupant/ may be held liable for damaged/stolen meters up to and including civil/criminal penalties, fees, & costs. The Owner can authorize the Tenant submitting the application to receive and pay the bill. The Owner, whose property is benefited by water service, also incurs the charges at the time water is used at the property. A copy of the settlement statement and/or warranty deed (Owner) or a copy of the notarized lease agreement (Tenant) and a current state identification, US Passport, or Military ID is required to establish an account.
- There is a non-refundable administrative establishment fee of fifteen dollars (\$15) and a deposit depending on the meter size, applicant's history, and the number of units. A fee of thirty dollars (\$30) or 5% (whichever is greater) will be charged for each dishonored check. Only cash, money order, or certified check will be accepted for payment of services for twelve (12) months following the date the check was returned to the City.
- The City may terminate water services if payment in full is not received by the due date on the bill
- If your bill is delinquent the City has a lien by operation of law and may record a lien against the property to secure payment of the water bill
- Failure to receive a bill does not excuse the responsibility to pay
- If there is more than one meter at the service address and service is interrupted, the delinquent balance may be transferred to the water account(s) still in service
- The City does require proof of identity of each applicant and occupancy information sufficient to establish the identity of the Owner and the person authorized by the Owner to consume water service at the service address. The Federal Trade Commission requires water utilities to comply with the Federal Identity Theft Red Flag Rule. The City will verify an applicant's social security number when a new account is established or transferred.
- You may pay your bills by phone at 404-954-6399, online at www.payatwateronline.com or in person. If you have any questions regarding your bill, or need to discuss payment of your account, please call Customer Service at 404-546-0311 between the hours of 7:00 a. m. and 6:00 p. m. Monday through Friday with the exception of legal holidays. In consideration for having water service initiated/restored at the above address, the Owner agrees to ensure that all water service facilities (sinks, tubs, faucets/inside and outside, etc.) are turned off, or that someone will be on the property to check for leakage. The Owner understands that the City is not responsible for water damage to the property or its contents.

(Please note: If new service is being established and the water is off, it may take up to 3 business days from processing of the completed application along with the required documentation.

You can submit your application along with the required documentation online at (payatwateronline.com), by fax (404-979-6787) or in person at 55 Trinity Ave, Suite 1650, Atlanta GA 30303.

Start Service On: _____ **Water service off or on?** _____

Name of Applicant: _____

SSN/Tax I.D.: _____ **DOB:** _____ **License/ID#** _____

Secondary Name (Name of Person who is authorized to inquire about this account)

Email Address _____

Home No.: _____ **Cell No.:** _____

Service Address: _____ **City:** _____ **Zip Code:** _____

Mailing Address (if different): _____ **City:** _____ **Zip Code:** _____

Do you own or rent this property? Own Rent

Residential or Commercial

Have you ever had service with the City of Atlanta Department of Watershed Management Yes or No?

If Yes, Please list the address _____

Would you like to disconnect those services? Yes No, If yes on what date _____.

Signature: _____