

**TEMPORARY SERVICE APPLICATION**

City of Smyrna Utility Services  
2800 King Street, Smyrna, GA 30080

**Office:** (678) 631-5338

**Fax:** (770) 319-5334

**Email:** water@smyrnaga.gov



**Water/Sanitation**     **Sanitation Only**

**Applications will NOT be accepted nor water service turned on without the following completed information:** **NO SAME DAY SERVICE**

Proof of identification required:    Any proof of ownership required:    First bill will apply following fees:

• State Driver's License

• Rent/Lease agreement

• \$ 25 Service Fee

• State ID

• Closing Doc - Tax records

• Passport

• Limited warranty deed

Service Address: \_\_\_\_\_

Account Name: \_\_\_\_\_

Start Date Requested: \_\_\_\_\_ **NO SAME DAY SERVICE**

**MAILING ADDRESS** (if different from above)

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**CONTACT INFO**

Home phone number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Paperless bill:    Yes     No

**Currently or had previous service?**    Yes     No

If so, enter address: \_\_\_\_\_

Disconnected date?: \_\_\_\_\_

Deposit transfer?:    Yes     No

1. **All water bills are due and payable the last working day of each month.**
  - *If the bill is not paid by this date, an automatic 10% late charge will be added to the past due balance and the total bill amount becomes due the 20th day of the month following the billing date.*
2. **Applicant is responsible for all charges until applicant has requested service to be terminated in their name.**
  - *If a past due amount is shown on the bill, the full amount due must be paid. Otherwise service will be disconnected without further notice.*
3. **Failure to receive a bill does not entitle delayed payment.**
4. **There will be a \$25.00 charge for all returned payments.**
5. **When water has been disconnected for non-payment, the total bill plus a \$25.00 service fee must be paid to restore serve.**
6. **Service will be turned on next business day once COMPLETED application is received, unless future date is listed.**

**I understand and hereby agree to the following:**

1. Falsification of any of the above information may result in immediate disconnection of service without notice;
2. Failure to pay account in accordance with the City of Smyrna's policies will result in disconnection of service;
3. All water passing through the meter is the customer's responsibility – any leaks that are repaired may be given a cost adjustment on the sewer portion of the bill upon submittal of repair receipt and verification of repair;
4. Failure to pay final bill will result in account being submitted to collections – I will, as a result, be responsible for all late charges and collection costs;
5. No one living in my household has an outstanding balance owing the City of Smyrna;
6. Water is temporarily connected until records have been verified and approved;
7. Deposits are refunded on final bill;
8. Tampering with a water meter can result in criminal charges and fines as well as an additional deposit required on the account.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please keep a copy of this completed application for your records.

You will need to complete a new application and pay a new service fee each time you want service in your name at this address.