|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Manila Community Services District**  |  |  |  |  | | --- | --- | --- | --- | | 1901 Park St. | Arcata, CA 95521 | 707-444-3803 | Fax 707-444-0231 |   District Website: www.manilacsd.com MANNA[www.manilacsd.comwww.manilacsd.com](http://www.manilacsd.com) |

WATER AND SEWER SERVICE APPLICATION

(DOUBLE-SIDED FORM)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Date Service Effective

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Service Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number Email Address E-bill or Mailed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security Number Driver’s License Number/State

SHUT OFF WARNING: Do you authorize MCSD to send text messages to advise if service will be disconnected for non-payment Circle One: YES NO

IF YES CELL PHONE #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SERVICE PROVIDER\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Circle One: Owner Agent Tenant

*\*\*\*Information for Notification in Case of Emergency\*\*\**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Telephone Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relative or Friend Telephone Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner / Agent, if renting Telephone Number

*\*\*\*For Staff Use Only\*\*\**

|  |  |  |
| --- | --- | --- |
|  | Amount | Date Paid |
| Deposit – Refundable – See Reverse $150.00/Unit |  |  |
| Initiate Service Fee – Non Refundable $30.00 |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Meter No.: |  | Account No.: |  |
|  |  | Service ID: |  |
| Meter Reading: |  | Meter Type: |  |
| Reading Date: |  | No. of Services: |  |
| Circle One: | Residential/Commercial | Route & Reading Sequence |  |

MANILA COMMUNITY SERVICES DISTRICT

Water and Sewer Service Application

It is the customer’s responsibility to be sure that fixtures are off

within the property when service is turned on.

District retains sole ownership of all pipes and fittings from the water main up to and including the water meter. A property owner is responsible for all service lines downstream of (after) the meter. The applicant will be required to accept such conditions of pressure and service as are provided by the distribution system at location of requested service and to hold the District harmless for any damages arising out of low or high pressure conditions or interruptions of service.

The customer will be liable for any damage to the service facilities when such damage is from causes originating on the premises by an act of the customer or his tenants, agents, employees, contractors, licensees or permittees, including the breaking or destruction of locks by the customer or other on or near a meter.

PAYMENT OF BILLS: The applicant agrees to pay all charges within 20 days after billing due date up through the date termination of services is requested. A late charge of $10.00 will be added to accounts that become past due. Service may be discontinued without further notice if payment is past due. A $45.00 fee will be charged to accounts turned off for nonpayment. To be reconnected after shut off for nonpayment, customers will be required to pay all past due and current charges and disconnect fees plus an additional deposit as specified in the DEPOSIT section below.

A $40.00 disconnect fee will be charged to customers who no longer require service at the account location, but who failed to notify the District to discontinue service.

CURRENT RATES: Sewer is a flat rate of $41.39 per month for each residential unit. Water has a base rate of $32.11 plus $.83 per 100 cubic feet of water used. Meters are read between the 19th and 25th of each month. Customers are responsible for consumption due to leaks on customers’ side of the meter.

DEPOSIT: A deposit of $150.00 is required to establish service for each unit. Deposits will be credited back to accounts when the account is closed. An increased deposit will be required if an account is shut off for nonpayment. The required additional deposit will be up to three times the monthly minimum charges if service is discontinued.

Your signature indicates authorization for MCSD to use the information presented on this form. All information will be kept securely.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date