



Utility Service Agreement

City of Sisters
520 E. Cascade
P.O. Box 39
Sisters, OR 97759
Ph (541) 549-6022, Fax (541) 549-0561
www.ci.sisters.or.us

Water/Sewer Service ----- Start Service

Renter Owner Landlord

SERVICE ADDRESS _____

START DATE _____

PROPERTY OWNER *(required)*:

Name _____

Address _____

APPLICANT:

Name: _____ SS #: _____ Drivers Lic#: _____

Mailing Address: _____

City, State, and Zip: _____

Home Phone#: _____ Cell Phone#: _____

Emergency Contact: _____ Emergency Phone#: _____ *(for utility emergencies such as water leaks)*

Deposit

A deposit shall accompany each application for use of water and sewer service from the City system. Deposit is **\$150 for residential within the city limits, \$90 for residential outside the city limits, \$200 for commercial within the city limits, or \$113 for commercial outside city limits**, as well as a non-refundable processing or transfer fee in the amount of **\$10** for all accounts. Landlords or their representatives who have applications and deposits on file for their rental properties shall be exempt from a processing and/or transfer fee. Deposit shall be held by the City and applied to any unpaid balance due from applicant upon vacation of premises. If service is discontinued, the amount of the deposit shall be refunded less any arrearage in city service charges.

Shut off

For shut-off and reconnects, for customer private repair or service, the City shall charge **\$15** per trip during normal working hours (7 a.m. - 5 p.m.) and **\$30** per trip after normal working hours, weekends and holidays. For reconnection of service disconnected by the City due to nonpayment of account, the following charges shall apply: **\$30** reconnect fee during normal working hours (7 a.m. - 5 p.m.) and **\$60** reconnect fee after normal working hours, weekends, and holidays.

Payment

A drop slot is available 24 hours a day for check or money order payments next to the main entrance of the City Hall building, 520 E. Cascade Ave. For your own protection, cash payments should not be placed in the drop box. City service charges shall be paid by the tenth (10th) of each month and become delinquent thereafter. Standby service fee shall be paid monthly. Bills will be mailed on or before the last day of each month. If an account becomes delinquent, one reminder will be sent to the consumer. Rates are set by resolution.

I have read and understand the requirements. I agree to conform to the rules, regulations, and ordinances as a condition for use of water and sewer service, referred to as city service charges. Applicant further agrees to notify the City in writing the date that Applicant ceases to need City services or otherwise vacates the premises served. Charges will continue until the City is notified.

SIGNATURE OF APPLICANT _____ Date _____

For Office Use Only

Account # _____ Processing Fee \$ _____ Deposit \$ _____ Date Paid _____ Initials _____

Receipt # _____ Check # _____ Cash _____ Planning Dept _____