

Village of West City
1000 Blakely St, West City IL 62812
P: 618.438.6131

www.villageofwestcity.com
waterclerk@westcityil.com

Hours of Operation: 8AM-4PM Monday-Friday (Exceptions for Holiday's)

(All applications MUST be turned in BEFORE 2PM)

(YOU MUST BE PRESENT AT THE TIME THAT WE TURN THE WATER ON!)

Application for Water / Sewer Service

Today's Date: _____ Service Start Date: _____

Type of Property: ☐ Residential ☐ Business

HOMEOWNERS/PROPERTY OWNERS/LANDLORDS:

Name(s) on account: _____

Address: _____ City: _____ State: _____ Zip Code: _____

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

Primary Phone Number: _____ Secondary Phone Number: _____

Email Address (account/billing emails only) _____

RENTERS:

Name(s) on account: _____

Address: _____ City: _____ State: _____ Zip Code: _____

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

Primary Phone Number: _____ Secondary Phone Number: _____

Email Address (account/billing emails only) _____

Office use only:

Bond: _____

Deposit Amount: \$ _____ Cash _____ Check or Money Order# _____

Two forms of ID checked: 1) _____ 2) _____

Application Rec. By: _____

Mobile Home Permit Issued _____

Summary of Terms & Conditions for Use of the Village of West City's Water/Sewer Utility Services

1. **Responsibility for PAYMENT of Water/Sewer Service** — Service for a NEW account will not be turned on until all charges/past due amounts are paid and an application is completed and signed by owner and/or occupant of the property. The Village provides water/sewer services to certain properties inside & outside of the Village's corporate limits. The owner or the occupant of the property listed on the application, are jointly and severally liable to pay for such service; however, the property owner remains ultimately responsible for payment thereof. The Village does not get involved in owner-tenant disputes and it is the owner's responsibility to ensure payment is made for a tenant's water/sewer service. It is further acknowledged and agreed that the undersigned, his heirs, executors, administrators, successors and assignees shall pay all charges for connection fees and water usage which shall become due as the result of the connecting of the water mains and the furnishing of water service to the above property, and that all such charges and fees for the water service rendered to the property, together with penalties, if any, and the costs of collection are to be considered and become a charge against the property. Utility services require a completed application with at least two forms of identification, one of which contains a picture, and a deposit paid before water service will be turned on. The deposit is refundable after the account is closed and there is no outstanding balance. If you are the property owner getting service in your name you can apply for an "Application for Utility Service and Bond by Homeowner in Lieu of \$150.00 Water Deposit". The applicant acknowledges water service will be turned on at the above property and understands Village is not responsible for any property damage that may be caused from the water being turned on. Only one residence is allowed per meter. Your water will be disconnected if more than one residence uses the same meter.
 - *Information Sharing: Generally, utility companies cannot disclose specific billing amounts or payment history to landlords without the customer's consent, but EXCEPTIONS to this rule may exist in cases of shared meters or when the landlord/owner is responsible for utility payments.*
2. **Late Payment Penalty** — A 20% late fee will be added if the total amount of the bill is not paid by the 15th of every month with NO EXCEPTIONS. Failure to receive bills and/or notices does NOT absolve (exempt) you of payment responsibility. Payment must be RECEIVED by the Village, not postmarked, by the due date to avoid the late penalty.
3. **Disconnection/Shut off for NON-PAYMENT** — If you receive a notice of disconnection, you **MUST** pay the minimum amount due, no later than 3PM by the 2nd Monday of each month. If payment is NOT received by then, your water/sewer service will be disconnected the following day. **There is a \$100.00 reconnect fee in addition to the total bill amount in full!**
4. **Methods of acceptable payments** — Cash, Money Order, Personal Check, Cashiers Check. We do NOT accept credit card payments in the Village Hall, but you can pay online with your debit/credit card through our website www.villageofwestcity.com by clicking on the blue Utilipay box. Please note that if you pay online, user fees do apply. We also have a secure BLACK DROP BOX located outside of Village Hall by the flag pole.
5. **Easements** — Applicant agrees to furnish from the owner of the property without cost to the Village permanent easements for the location and installation of water meters and vaults. Such easements shall also allow the Village or its representatives to enter upon the land of the applicant with any and all necessary supplies and equipment for the purpose of the conducting of any and all activities relevant or necessary to the installation and maintenance of said meters and meter vaults and other equipment belonging to the Village. Village shall not be liable for any lawn damage during or after construction of service.
6. **Radio-Read Meter** — Village's maintenance responsibility ends at discharge of meter. If your water meter is a radio-read meter. There is a cylindrical antenna attached to the meter box lid which can be broken when hit with hard objects such as a lawn mower. You are responsible for damages to this antenna and will be charged a replacement cost if damaged.
7. **Moving — services** If you move or would like your name to be removed from this account, you must notify the Water Dept. You are financially responsible for all charges until the Village makes the changes in its records.
8. **Mobile Home Restrictions** — The Zoning Administrator must issue a permit for all mobile homes getting water/sewer services.

By signing below, you are acknowledging that you understand and agree to the terms & conditions for the use of the Village of West City's utility services for water and sewer. By signing you are also agreeing to observe all laws and regulations of the United States of America, the State of Illinois, and the ordinances set forth by the Village of West City.

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

Data Collection

The following information is requested by the Federal Government in order to monitor compliance with Federal Laws prohibiting discrimination against applicants seeking to participate in this program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race, ethnicity and sex of applicants on the basis of visual observation or surname.

_____ I do not wish to furnish this information

Ethnicity:

_____ Hispanic or Latino

_____ Not Hispanic or Latino

Race: (Mark all that apply)

_____ White

_____ Black or African American

_____ American Indian or Alaska Native

_____ Asian

_____ Native Hawaiian or Other Pacific Islander

Sex:

_____ Male

_____ Female