

**City of Ball Ground Water and Sewer Department**  
**Service Request Application**  
**770-735-2123/Fax 770-735-4575**

Account # \_\_\_\_\_  
(City use only)

Name(s) \_\_\_\_\_ Phone # \_\_\_\_\_

*Certain information can only be released to the individual name on the account. If you would like more than one name on your account, please provide all names, signatures and drivers' license copies.*

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

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**A COPY OF THE APPLICANT'S DRIVER'S LICENSE IS REQUIRED FOR OUR FILES.** Attached: Yes \_\_\_ No \_\_\_

Employer \_\_\_\_\_

Work Phone # \_\_\_\_\_ Emergency Phone # \_\_\_\_\_

Have you had water service in Ball Ground before? Yes: \_\_\_ No: \_\_\_ If yes when? \_\_\_\_\_

Resident Status: Own: \_\_\_ Lease: \_\_\_ Rent: \_\_\_ If not the owner, please provide information on the homeowner.

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Non Homeowner Refundable Deposit: \$100.00  
Service Fee: \$50.00  
Water capacity fee: \_\_\_\_\_  
Sewer Tie -in: \_\_\_\_\_

Total Due: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_  
Date Paid: \_\_\_\_\_

Date water service to begin: \_\_\_\_\_

Meter Reading \_\_\_\_\_ (City use only)

**Sanitation Service**

The City of Ball Ground provides mandatory solid waste services for City residents at a rate of \$22.00/month per customer. This service is billed with water.

**Start date:** \_\_\_\_\_

The City of Ball Ground Water and Sewer System shall be held harmless of any property damage during installation of service. The City of Ball Ground employees or contractors shall have free access to any and all property of the water system, up to and including the meter box.

Applicant Signature(s) \_\_\_\_\_

Date \_\_\_\_\_ Water System Representative \_\_\_\_\_

PLEASE READ AND SIGN 2<sup>ND</sup> SIDE~THANK YOU

**City of Ball Ground Water and Sewer System  
Herein referred to as "The System"**

Water bills are mailed on the last working day of each month, and are payable on or before the 15<sup>th</sup> of the following month. **If for any reason the bill is not paid on or before the 15<sup>th</sup> there will be a late fee of 15% assessed. ALL PAST DUE ACCOUNTS ARE SUBJECT TO IMMEDIATE DISCONNECTION OF SERVICE~NO FURTHER NOTICE WILL BE SENT.** If service is disconnected, a fee of \$50.00 in addition to the delinquent bill will be required to resume service. While not guaranteed, if reconnect is approved for after hours, weekend, or a holiday, a fee of \$100.00 will be charged in addition to the delinquent bill to resume service after normal business hours. Also, any unpaid balances may be turned over to collections after 30 days. The customer will be responsible for any fees incurred by the City for collection of the delinquent account and any charges of the collection agency. **Failure to receive a bill will not excuse you from making a timely payment. If you fail to receive a bill, please call City Hall at 770-735-2123 for your balance due. The City of Ball Ground reserves the right to change the billing due date.**

The fee for NSF checks written to the City of Ball Ground is \$30.00.

If at any time a meter that has been locked due to non-payment or misuse during a watering ban, is tampered with, or has the lock removed, there will be an additional fee of \$100.00 assessed in addition to all other fees or charges. A second offense of tampering with a locked meter will result in the meter being removed, and a fee of \$500.00 will be required for re-installation, in addition to all other fees or charges that may be due on the account. If the meter is damaged as a result of the tampering, a new meter must be purchased at the rate established by Mayor and Council plus all other fees and charges due on the account.

The System, under direction of the State, County or City, may impose a ban on outside use of water at any time deemed necessary to maintain the health and welfare of all the users on the system. You will be expected to abide by the ban under this policy or other applicable laws or emergency procedures.

Your meter shall serve only your residence or business and under no circumstances shall any other residence or business be allowed to tap into your service. Violation of this requirement may result in the meter being pulled and a fee of \$500.00 being assessed against the account.

*Fees outlined in this document are subject to change at anytime by Mayor and Council.*

Signature of Applicant(s) \_\_\_\_\_ Date \_\_\_\_\_

Water System Representative \_\_\_\_\_