



# Village of South Chicago Heights Water Utility Service Application

Today's Date: \_\_\_\_\_, 20\_\_\_\_\_.

**SERVICE ADDRESS:** \_\_\_\_\_

Water Account Number: \_\_\_\_\_ Rate Code: \_\_\_\_\_ Deposit amount: \$ \_\_\_\_\_

Was final water bill generated previous customer? { } YES { } NO

Was final water bill paid to a zero balance? { } YES { } NO

Prior account number \_\_\_\_\_

Was occupancy granted: { } YES { } NO

Residential Rate & Deposit	Apartment 2 & 3 flat Rate & Deposit	Multifamily (4 to 10 units) Rate & Deposit	Commercial, Church, & School Rate & Deposit	Industrial Rate:
1001, 1002, DEPOSIT = \$150.00	1011 DEPOSIT = \$200.00	1012 & 1016 DEPOSIT = \$250.00	Church #1021, School #1031 Commerical#1041 DEPOSIT = \$300.00	1051 DEPOSIT = \$400.00
Senior Rate & Deposit	Outside Apartment 2 & 3 flat Rate & Deposit	Multifamily (10 or more units) is considered Commercial	Outside Church, School & Commercial Rate:	Outside Industrial Rate:
1003 DEPOSIT = \$150.00	1015 DEPOSIT = \$200.00	1013 & 1017 DEPOSIT = \$300.00	Church #1022, School #1032 Commerical#1042 DEPOSIT = \$300.00	1052 DEPOSIT = \$400.00

## Applicant's Information

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

Bill – To address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

(Send water bill to this address not the service address)

Drivers License #: \_\_\_\_\_ *Must provide a copy of valid State issued ID.*

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Work #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## Co-Applicant's Information

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

Driver's License #: \_\_\_\_\_ *Must provide a copy of valid State issued ID.*

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Work #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Are you a Tenant OR Property Owner?  Tenant (must provide a signed lease)  Property Owner (must provide proof)

If tenant, please complete information below: Landlord's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant's Signature: \_\_\_\_\_ Date \_\_\_\_\_

### For Office Use Only

Office Staff Initials: \_\_\_\_\_ Payment Type: \_\_\_\_\_ Receipt #: \_\_\_\_\_

## Water Utility Services - Terms and Conditions

1. Property Owner Responsible for Water Service - The Village provides water service to the property being served. All property owner's bear ultimate financial responsibility for any delinquent balances which remain unpaid upon any renter(s) vacating the property. The Village does not get involved in owner-tenant disputes.
2. Water and Sewer Charges - Charges for service are based on water consumption per 1000 gallons (1 billing unit) used or a 5 unit minimum for residential and 7 unit minimum for commercial. The gallon consumption reading on the front of the bill should be converted as follows: one (1) unit is equal to one thousand gallons (1000), so two (2) units is equal to two thousand (2,000) gallons consumed.
3. Recycling & Garbage - Recycling & Garbage charges are included as part of your utility but are billed two (2) months in arrears for services being rendered. Excludes: Apts. 3 units or more, Commercial, Industrial, Churches, Schools, and outside residential properties.
4. Senior Water Rate - A discounted water rate is available to residents over the age of 65 who qualify. A state issued identification card or a valid driver's license that indicates your age must be provided.
5. Methods of Payment - The Village accepts cash, checks, or credit cards (MasterCard, Discover, American Express and Visa) at the front counter of Village Hall or payments can be made on-line by visiting the Village website at [www.southchicagoheights.com](http://www.southchicagoheights.com).
6. Payment Drop Box - A payment drop box is located in the Village Hall parking lot and is accessible 24 hours a day. Please do not deposit cash in the Payment Drop Box. Payments made after 5:00 p.m. will be processed the next business day.
7. Moving - Please contact the Village's Water Billing department to schedule a final reading on your account.
8. Late Payment Penalty - A 10% penalty will be added if the *TOTAL* amount of the bill is not paid by the due date. Payment must be *RECEIVED* by the Village, not postmarked, by the due date to avoid the late penalty. **Failure to receive utility bill does NOT exempt the customer from penalties.**
9. Service Shut-Off for Non-Payment - If you have received a disconnection notice, you must pay your balance in full prior to the date your water and garbage service is scheduled to be disconnected. If your services are disconnected for non-payment, a reconnection fee for services is added. Fees are as follows:
  - **Monday – Friday before 4:00 pm \$75.00 for water and \$30.00 garbage, if applicable**
  - **After 4:00 pm Monday – Friday \$125.00 for water and \$30.00 garbage, if applicable**
  - **NO WATER WILL BE RESTORED ON THE WEEKENDS**
10. Lien of Property - Illinois Statutes allow the Village to lien a property for non-payment of utility charges and the Village will exercise this authority as a last resort for non-payment of utility charges.
11. Billing – water bills are mailed on or about the 24<sup>th</sup> of the month, due by the 15<sup>th</sup> of the month, penalties are applied on the 16<sup>th</sup> of the month, shut-off notices are mailed on the 16<sup>th</sup> of the month, and shut-off are the 23<sup>rd</sup> of the month.
12. All applications for water, sewer and/or garbage service must be accompanied by a DEPOSIT. The deposit will be applied to the account's final bill, and any credits remaining on the account will be refunded to the account holder. The account holder is responsible for notifying the Village in advance of vacating the property and providing a valid mailing address to where any refund check should be mailed. **\*\*Please be advised that the meter is the property of the Village. Only Village personnel are allowed to turn the water off or on at the meter.** By signing below you are acknowledging that you have received the terms and conditions of the Village's Municipal Code of Ordinance Chapter 82 Utilities. Municipal Code of Ordinances' is available on the Village's website at [www.southchicagoheights.com](http://www.southchicagoheights.com).

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Hours of operation: Monday through Friday, 9:00am-5:00pm  
Closed Saturdays and Sundays